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FRIDAY, 1ST SEPTEMBER, 2017

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 AT 2.00 P.M. ON FRIDAY, 8TH SEPTEMBER, 2017** FOR THE TRANSACTION OF THE BUSINESS OUTLINED ON THE ATTACHED AGENDA

Mark James CBE

CHIEF EXECUTIVE



PLEASE RECYCLE

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

**DEMOCRATIC SERVICES COMMITTEE
MEMBERSHIP – 5 MEMBERS**

PLAID CYMRU GROUP 2 MEMBERS

1. Councillor Tyssul Evans [Vice-Chair]
2. Councillor Dai Thomas

LABOUR GROUP 2 MEMBERS

1. Councillor Rob James [Chair]
2. Councillor Shahana Najmi

INDEPENDENT GROUP 1 MEMBER

1. Councillor Jim Jones

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 17TH MARCH 2017 5 - 8
4. DEMOCRATIC SERVICES COMMITTEE - FUNCTION 9 - 12
5. APPOINTMENT OF MEMBER DEVELOPMENT CHAMPION 13 - 18
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8. UPDATE ON MEMBER INDUCTION PROGRAMME 2017. 45 - 54
9. DEMOCRATIC SERVICES COMMITTEE - FORWARD WORK PROGRAMME 55 - 60

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Tuesday, 14 March 2017

PRESENT: Councillor T. Davies (Chair);

Councillors:

W.T. Evans, D. Price and H.B. Shepardson

The following Officers were in attendance:

L.R. Jones, Head of Administration and Law;
N. Daniel, Performance & Information Manager;
G. Morgan, Democratic Services Manager;
D. Richards, H.R Projects Manager;
M.S. Davies, Democratic Services Officer.

Democratic Services Committee Room, County Hall, Carmarthen 10.00am-11.45 am

1. APOLOGIES / OTHER MATTERS

An apology for absence was received from Councillor J.D. James.

Councillor Terry Davies referred to the fact that this would be his last meeting of the Committee, prior to the forthcoming elections, and he thanked Members for all their help during his term of office as Chairman. Members paid tribute to Councillor Davies's leadership.

2. DECLARATIONS OF PERSONAL INTERESTS

There were no declarations of personal interest.

3. MINUTES

RESOLVED that the minutes of the meeting of the Democratic Services Committee held on the 28th November 2016 be signed as a correct record.

4. MEMBER INDUCTION PROGRAMME 2017

The Committee considered a draft Member Induction Programme 2017. The 12-month programme, which had taken on board feedback from recent focus groups incorporating existing councillors, would support new and returning members following the Elections in May 2017.

RESOLVED that the draft induction programme be endorsed.

5. INDEPENDENT REMUNERATION PANEL FOR WALES (IRPW) ANNUAL REPORT (FEBRUARY, 2017)

The Committee considered a report detailing the determinations and recommendations contained in the IRPW's Annual Report [February, 2017] with a view to making recommendations to Council for inclusion within the Councillors' and Co-opted Members' Salaries and Allowances Scheme for 2017/18. The IRPW's Report contained 51 determinations with the majority of determinations being unchanged from the 2016 Report.

In setting the level of salaries and allowances for 2017/18 the IRPW had decided

that there would be a modest increase of approximately 0.75% in the basic annual salary for elected members. No increase was proposed for senior salaries but these post holders would receive the uplift in the basic salary element. Arrangements had also been introduced to recognise the implications of long term sickness of senior salary holders. In addition the Panel, mindful that there had been limited take up across all of the organisations of the Care Allowances, had decided to allow optional approaches to publication of costs of care. The Panel had also decided to use the term 'reimbursement of costs of care' to replace care allowance.

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, payment of Co-opted Members' Fees for the 2017/18 municipal year and the publication of reimbursement of costs of care.

RESOLVED TO RECOMMEND TO COUNCIL

- 5.1 that it notes that the IRPW has determined that the basic salary for elected member of principal local authorities shall increase to £13,400 for 2017/18;**
- 5.2 that the status quo remain with regard to the level of senior salary paid to Executive Members for 2017/18 [Level 1];**
- 5.3 that the status quo remain with regard to the level of senior salary paid to Committee Chairs for 2017/18 [Level 1];**
- 5.4 that the status quo remain with regard to the salary paid to the Chair and Vice-Chair of Council for 2017/18 [Level 2];**
- 5.5 that the rates of reimbursement for subsistence costs for 2017/18 be agreed as follows:-**
 - £200.00 per night for London;**
 - £95 per night elsewhere;**
 - £25 per night for staying with friends and family;**

That the status quo remain for day allowance, and the current practice of all overnight accommodation for members being arranged through the Democratic Services Unit;
- 5.6 to continue 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 2017/18 municipal year and to pay a salary;**
- 5.7 that payment of Co-opted Members' Fees remain capped for 2017/18 at the current level of 10 full day (of 20 half day) meetings;**
- 5.8 to publish details of the amounts reimbursed to named members for reimbursement of care costs [option 1];**

5.9 to accept the remaining IRPW recommendations and determinations for 2017 and incorporate them within the Council's existing Councillors' and Co-opted Members' Allowances Scheme for 2017/18.

6. MEMBERS ICT PROVISION

The Committee considered a report detailing proposals to provide an improved, more cost effective, sustainable and efficient ICT service to Members following the Local Government elections on May 5th 2017.

RESOLVED that the Democratic Services Committee support the report and recommendations contained therein, namely:-

- 6.1 that new elected Members source and utilise their own broadband and be given a Communication allowance of £20 per month;**
- 6.2 that current Members who are re-elected be allowed to continue with current standard broadband provision or choose to source their own possible superfast broadband and receive the £20 communication allowance;**
- 6.3 that no new printers be provided and Members be permitted to utilise printing facilities at Council offices;**
- 6.4 That Members' device preferences be ascertained by ICT - options to include Lenovo Mix Tablet, Lenovo Laptop, i-pad - the single device would have a Data Sim card;**
- 6.5 that Executive Board Members move to one device and the provision of a i-phone.**

CHAIR

DATE

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DEMOCRATIC SERVICES COMMITTEE 8TH SEPTEMBER 2017

DEMOCRATIC SERVICES COMMITTEE - FUNCTION

PROVISIONS OF THE LOCAL GOVERNMENT (WALES) MEASURE 2011

RECOMMENDATIONS / KEY DECISIONS REQUIRED:

That the provisions of the Measure and the Statutory Guidance relating to the role of the Democratic Services Committee function are noted.

REASONS:

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

Scrutiny Committee consulted	Not applicable
Exec Board Decision Required	NO
Council Decision Required	YES

Councillor Rob James – Chair of the Committee

<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. 01267 224012 LRJ 01267 224026 GM</p> <p>E Mail Addresses: gmorgan@carmarthenshire.gov.uk</p>
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EXECUTIVE SUMMARY
DEMOCRATIC SERVICES COMMITTEE
8TH SEPTEMBER 2017

DEMOCRATIC SERVICES COMMITTEE - FUNCTION

PROVISIONS OF THE LOCAL GOVERNMENT (WALES) MEASURE 2011

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.

DETAILED REPORT ATTACHED?

NO
LINKS TO THE RELEVANT LEGISLATION ARE INCLUDED IN THE LIST OF BACKGROUND DOCUMENTS.

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

Policy, Crime & Disorder and Equalities

An Equality Impact Assessment (EIA) screening process took place prior to the consultation period. The outcome indicated that it was low priority and a **full report was not required.**

Finance

There are no financial implications associated with this report.

Legal

There are no legal implications associated with this report.

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
Statutory Guidance on the Local Government Wales Measure		http://gov.wales/docs/dsilg/publications/localgov/120625statguideen.pdf
Local Government (Democracy)(Wales) Act 2013		http://www.legislation.gov.uk/anaw/2013/4/contents/enacted

DEMOCRATIC SERVICES COMMITTEE 8TH SEPTEMBER 2017

APPOINTMENT OF MEMBER DEVELOPMENT CHAMPION		
RECOMMENDATIONS / KEY DECISIONS REQUIRED:		
To appoint a Member Development Champion for the new Council.		
REASONS:		
To comply with the Local Government Wales Measure 2011		
Scrutiny Committee consulted	Not applicable	
Exec Board Decision Required	NO	
Council Decision Required	YES	
Executive Board Member Portfolio Holder(s): Cllr Emlyn Dole (Leader) Cllr Mair Stephens Member Development Lead for the Executive Board		
Directorate	Chief Executive's	Tel Nos.
Name of Head of Service: Linda Rees Jones	Designations: Head of Administration & Law	01267 224012 LRJ 01267 224026 GM
Report Author: Gaynor Morgan	Head of Democratic Services	E Mail Addresses: gmorgan@carmarthenshire.gov.uk

EXECUTIVE SUMMARY
DEMOCRATIC SERVICES COMMITTEE
8TH SEPTEMBER 2017

APPOINTMENT OF MEMBER DEVELOPMENT CHAMPION

At the end of April 2012 the Welsh Government implemented section 7 of the Local Government (Wales) Measure 2011 relating to the training and development of Members. On the 25 June the Welsh Government issued statutory guidance on section 7. Paragraph 2.20 of the statutory guidance which encouraged local authorities to appoint a Member development champion from amongst its members.

The previous Authority appointed Councillor Tyssul Evans as the Authority's Member Development Champion during his period of office as Chair of the Democratic Services Committee and he retained this position during his resultant period as Committee Vice-Chair.

Due to the recent local government elections, it is now necessary to appoint a new Member Development Champion to undertake this role and to confirm the Authority's commitment to the importance of Member Development.

The Job Description of the Member Development Champion is included within Part 6.1 of the Council Constitution and is attached as an appendix to this report.

The Member Development Champion will work closely with the Member Development lead for the Executive Board namely Cllr Mair Stephens and officers of the Learning and Development Team on identifying and promoting member development issues

DETAILED REPORT ATTACHED?

Member Development Champion Job Description

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 appointment of a Member development champion will comply with the statutory guidance in respect of the Local Government Wales Measure 2011.

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 Statutory Guidance		http://gov.wales/docs/dsjlg/publications/localgov/120625statguideen.pdf

17. 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;

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DEMOCRATIC SERVICES COMMITTEE
8TH SEPTEMBER 2017

SURVEY – TIMING OF MEETINGS

RECOMMENDATIONS / KEY DECISIONS REQUIRED:

To consider the initial results of the timing of meetings survey, and to note that the Constitutional Review Working Group has requested further information before making a recommendation to firstly the Democratic Services Committee and thereafter Council for determination.

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 initial findings of the survey.

Scrutiny Committee consulted	Not applicable
Exec Board Decision Required	NO
Council Decision Required	YES

Executive Board Member Portfolio Holder(s): Cllr Emlyn Dole - 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. 01267 224012 LRJ 01267 224026 GM</p> <p>E Mail Addresses: 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.

The Timing of Meetings Survey of all Elected Members was completed as part of the Councillor Registration events and 70 completed responses were received.

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.

The last timing of meetings survey was conducted in May 2015 and considered by Council as part of the CRWG recommendations (17th June 2015 – Minute 4.3 refers) when having regard to the responses received, the Council determined that arrangements remain unchanged.

An initial report on the outcome of the survey was considered by the Constitutional Review Working Group on the 31st July 2017. The Group requested that further analysis of the responses be undertaken to ascertain the age profile of those members favouring evening meetings and which Committees they sat on. CRWG also recommended that the possibility of holding an evening member development session be explored,

A further report will be submitted to the Committee for consideration at its next meeting

DETAILED REPORT ATTACHED?

YES - Survey Results
Appendix 1 – Elected Members
Appendix 2 – Co-opted Members

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

Evening meetings 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

SURVEY RESULTS 2017 – SUMMARY OF RESPONSES

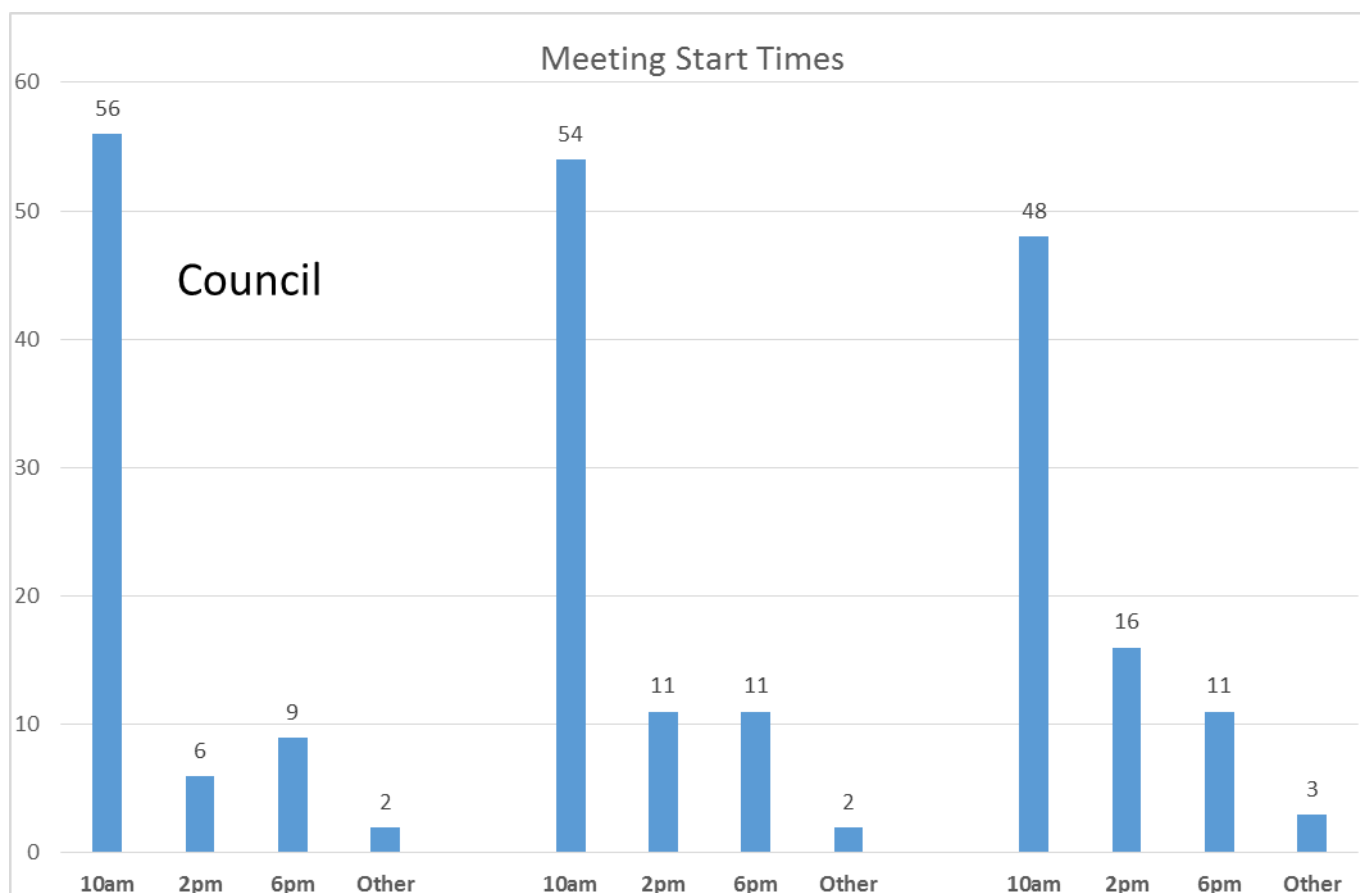
70 of 74 Members responded (some members chose more than one option)

Timing of meetings

Meeting	10.00 am (as at present)		2.00pm		6 pm		Alternative timings	
Council	56	80%	6	8.57%	9	12.85%	2	2.86%
Committees	54	75.71%	11	15.71%	11	15.71%	2	2.86%
Member Developments Sessions	48	68.57%	16	15.71%	11	15.71%	3	4.28%

Examples of Comments:-

1. If 10% prefer evening meeting then perhaps we could have those 10% of the time.
2. Mornings are better as meetings can continue into the afternoon if required.
3. To make it fair to those who work, meetings at 9am or 6pm would be a great help.
4. Evenings preferably to allow for employment.
5. To get the best cross section of members it would be of help to move as many meetings to evening. This will help with employment or members with child care issues.
6. Don't finish work until 10am so unable to attend meetings before then.
7. For members in full or part time employment 6pm start would be less disruptive.

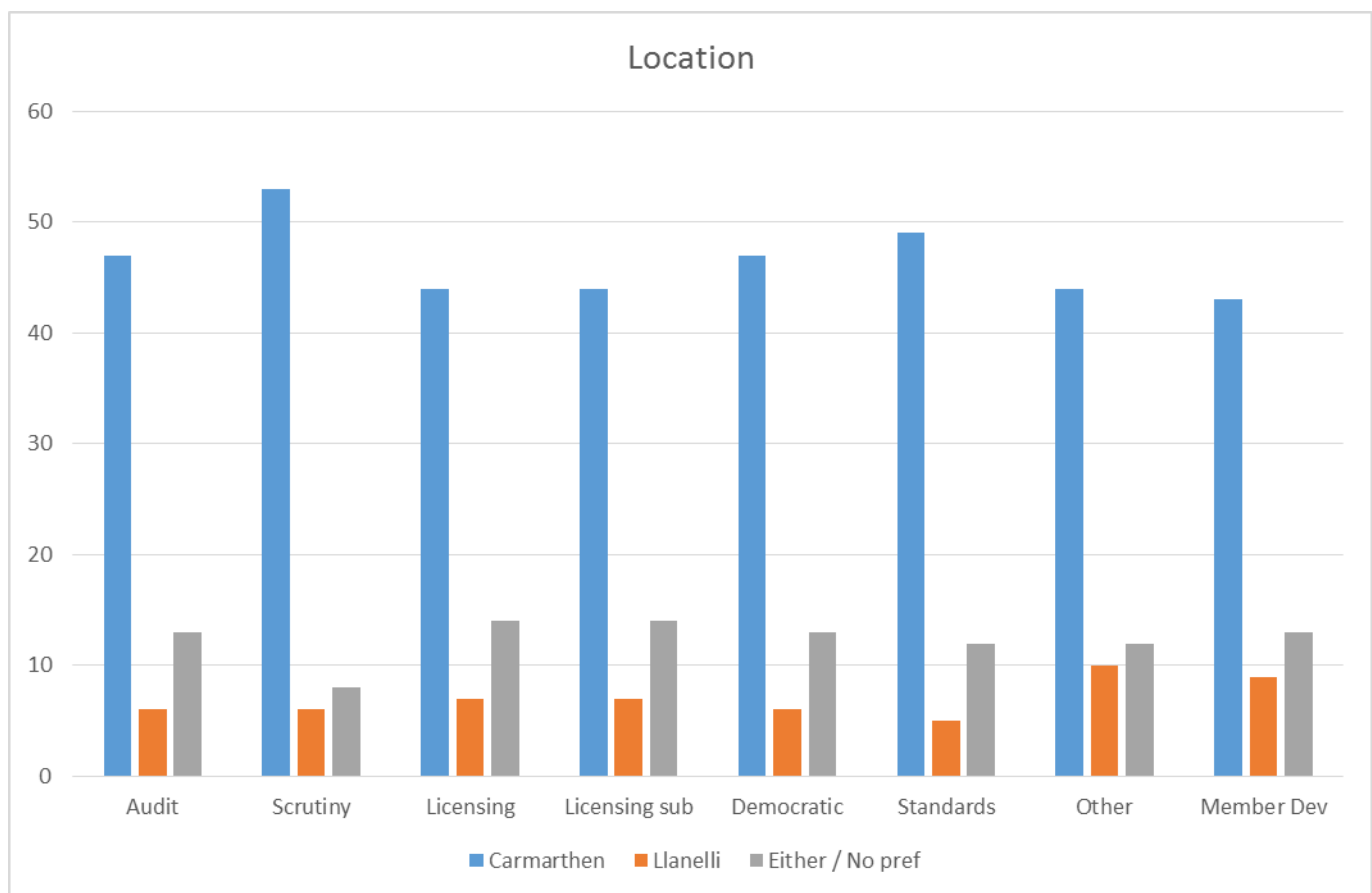


Location

Meeting	Carmarthen		Llanelli		Either location / No preference	
	Count	Percentage	Count	Percentage	Count	Percentage
Audit Committee	47	67.14%	6	8.57%	13	18.57%
Scrutiny Committee	53	75.71%	6	8.57%	8	11.42%
Licensing Committee	44	62.86%	7	10.00%	14	20.00%
Licensing Sub Committee	44	62.86%	7	10.00%	14	20.00%
Democratic Services	47	67.14%	6	8.57%	13	18.57%
Standards Committee	49	70.00%	5	7.14%	12	17.14%
Other Committees	44	62.86%	10	14.28%	12	17.14%
Member Development Events	43	61.43%	9	12.85%	13	18.57%

Examples of Comments:-

1. Should be central location and based on location of staff & facilities to save costs.
2. Carmarthen is central to the county.
3. AM in Carmarthen / PM in Llanelli
4. Carmarthen has always been the centre of administration and also has in place translation and webcasting facilities.

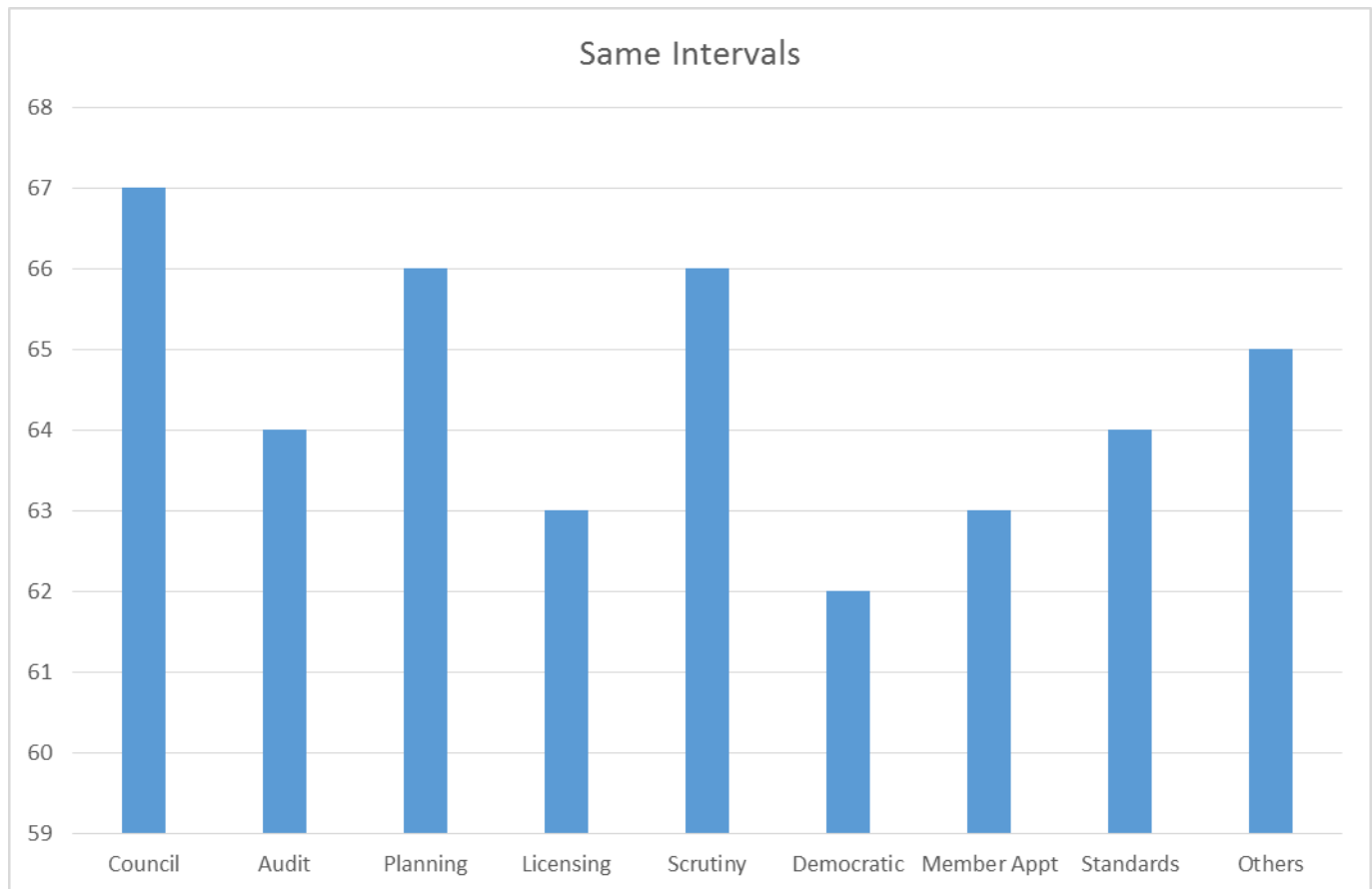


Intervals

Meeting	Same		Alternative
Council - (monthly)	67	95.71%	Every 3 weeks
Audit - (Quarterly)	64	91.42%	
Planning - (every 4 weeks)	66	94.28%	
Licensing - (every 6 weeks)	63	90.00%	
Scrutiny - (every 6-8 weeks)	66	94.28%	
Democratic Services - (Quarterly)	62	88.57%	Every 4-6 months
Member Appointments - (Quarterly)	63	90.00%	
Standards - (Quarterly)	64	91.42%	As required
Other Meetings - (scheduled weekly/monthly & held depending on business)	66	94.28%	As Required

Examples of Comments:-

1. Planning meetings every 4 weeks at present but they meet twice a month maybe 3.



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SURVEY RESULTS 2017 – SUMMARY OF RESPONSES

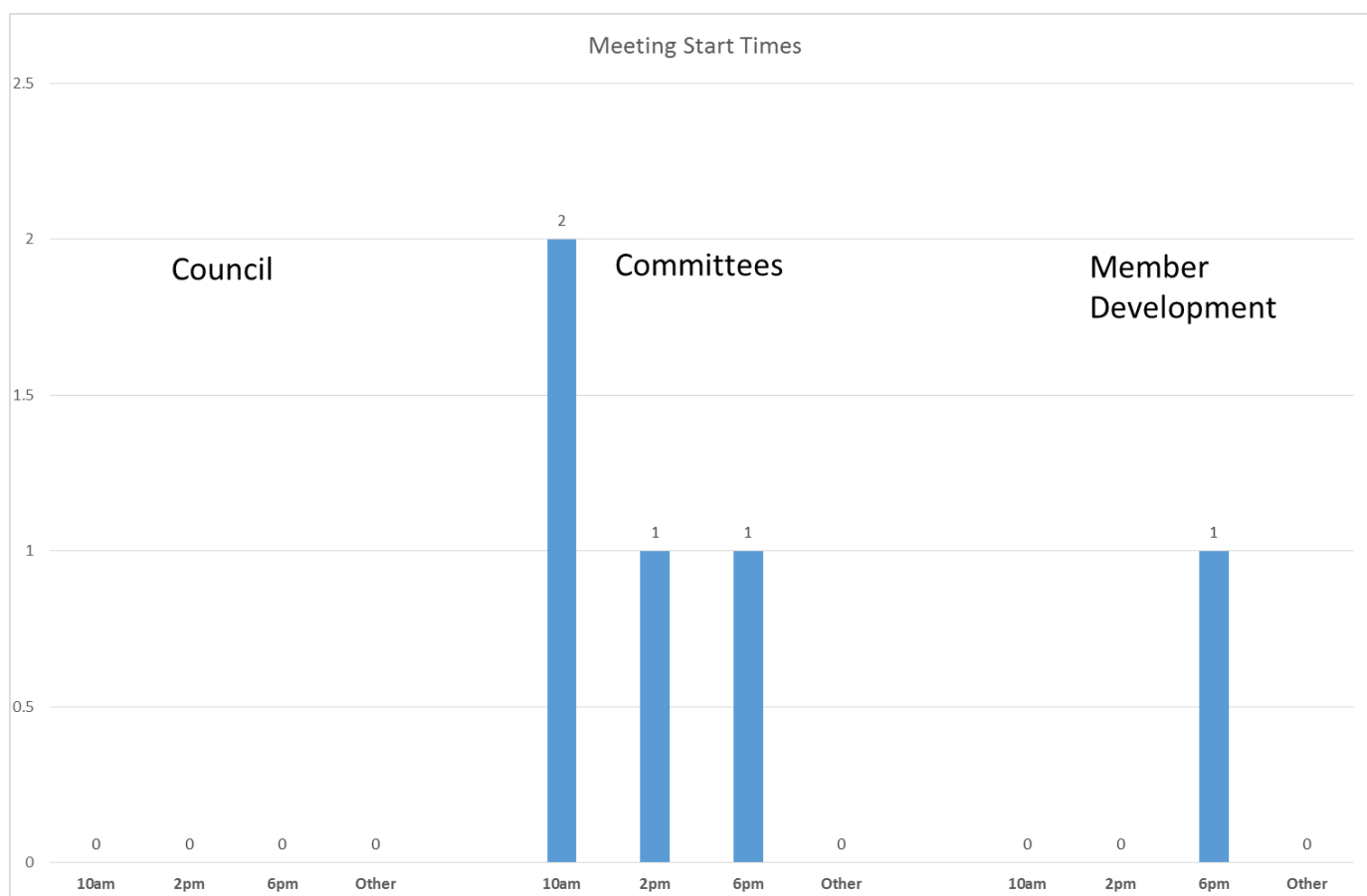
4 of 10 Co-opted Members responded

Timing of meetings

Meeting	10.00 am (as at present)		2.00pm		6 pm		Alternative timings	
Council	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Committees	2	20%	1	10%	1	10%	N/A	N/A
Member Developments Sessions	N/A	N/A	N/A	N/A	1	10%	N/A	N/A

Examples of Comments:-

1. Advantageous to have meetings outside of working hours due to work and family commitments.
2. 10am is a good time although not on Tuesday's due to work commitments.

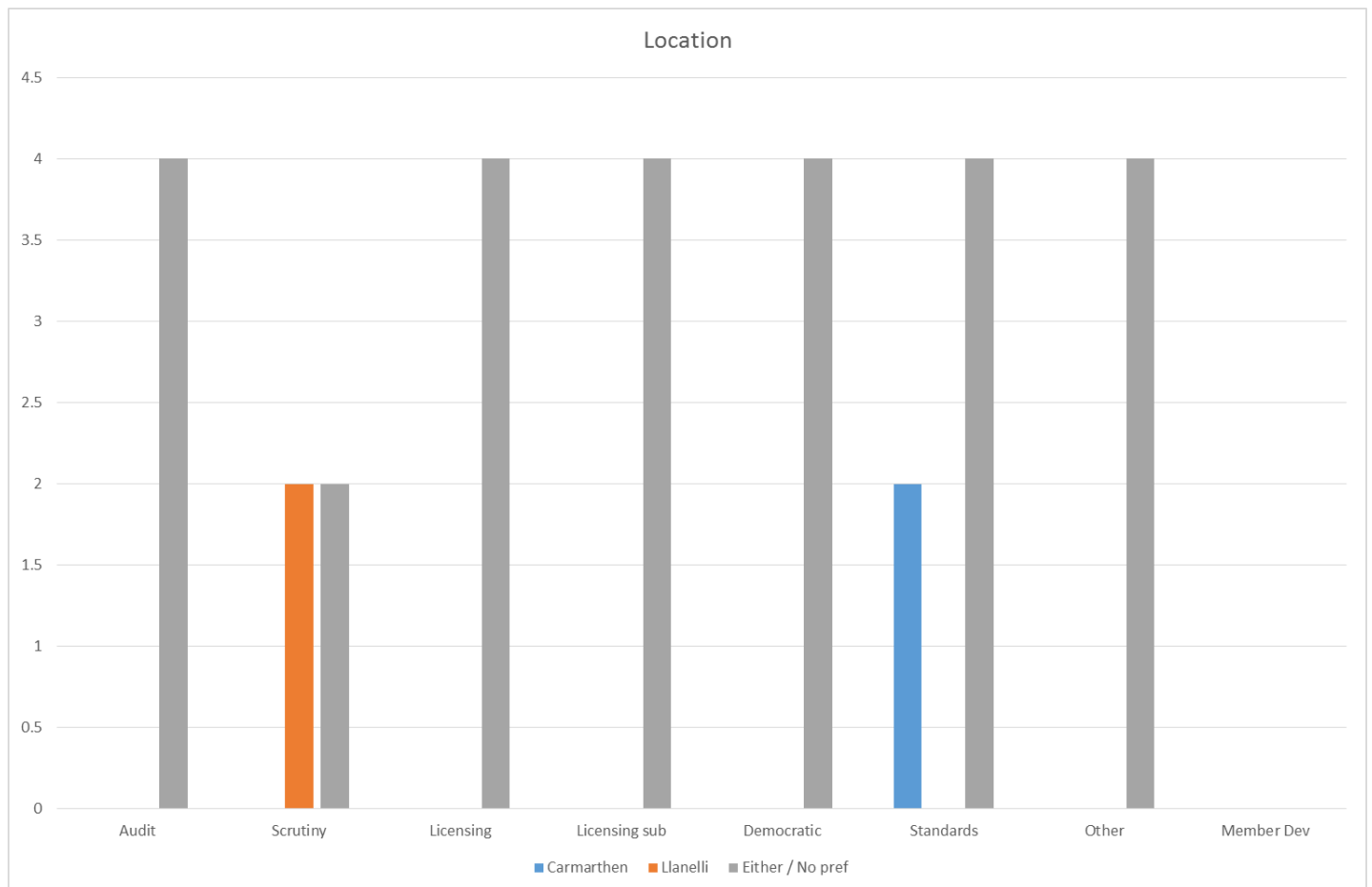


Location

Meeting	Carmarthen		Llanelli		Either location / No preference	
Audit Committee						
Scrutiny Committee			2	20%		
Licensing Committee						
Licensing Sub Committee						
Democratic Services						
Standards Committee	2	20%				
Other Committees						
Member Development Events						

Examples of Comments:-

1. Llanelli preferred location but don't have a problem with going to Carmarthen.
2. County Hall
3. Either location ok.

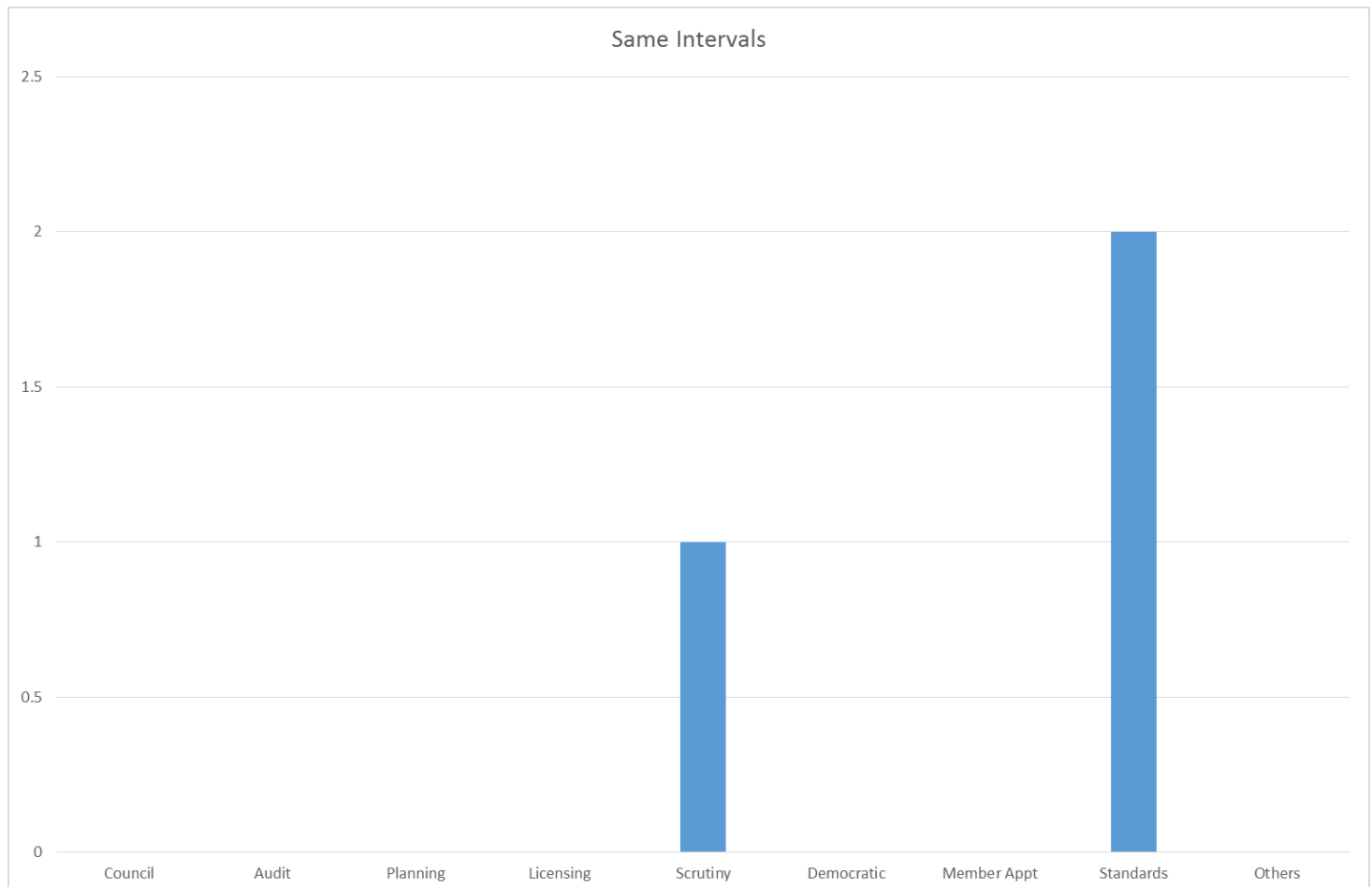


Intervals

Meeting	Same		Alternative
Council - (monthly)			
Audit - (Quarterly)			
Planning - (every 4 weeks)			
Licensing - (every 6 weeks)			
Scrutiny - (every 6-8 weeks)	1	10%	8 – 10 weeks
Democratic Services - (Quarterly)			
Member Appointments - (Quarterly)			
Standards - (Quarterly)	2	20%	
Other Meetings - (scheduled weekly/monthly & held depending on business)			

Examples of Comments:-

1. Some meeting have been light on content. If they occurred less frequently it would be a better use of time.
2. Consistency of day and time of meetings would be best.



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DEMOCRATIC SERVICES COMMITTEE 8TH SEPTEMBER 2017

DEMOCRATIC SERVICES COMMITTEE – ANNUAL REPORT

RECOMMENDATIONS / KEY DECISIONS REQUIRED:

To consider the annual report of the Committee for the period 18th May 2016 to the 24th May 2017.

REASONS:

To receive the Democratic Services Annual Report for the period 18th May 2016 – 24th May 2017. The report outlines the work of the Committee during that period.

Scrutiny Committee consulted	Not applicable
Exec Board Decision Required	NO
Council Decision Required	YES

Councillor Rob James – Chair of the Committee

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@cararthenshire.gov.uk
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EXECUTIVE SUMMARY
DEMOCRATIC SERVICES COMMITTEE
8TH SEPTEMBER 2017

DEMOCRATIC SERVICES COMMITTEE –
ANNUAL REPORT

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

The attached report outlines the work of the Committee during the 2016/17 municipal year.

DETAILED REPORT ATTACHED?

YES – Annual Report

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

Policy, Crime & Disorder and Equalities
None

Finance

There are no financial implications associated with this report.

Legal

There are no legal implications associated with this report.

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

Carmarthenshire County Council Democratic Services Committee Annual Report 2016-17



Annual Report

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DEMOCRATIC SERVICES COMMITTEE ANNUAL REPORT 2016-17

Foreword by the Chair of the Democratic Services Committee

As the new Chair of the Democratic Services Committee it is my pleasure to present the Committee's report for the period 2016-17.

Under the Chairmanship of former Councillor Terry Davies, the Committee during 2016-2017, concentrated its work on preparations for the 2017 local government elections, and the support services provided to members to undertake their roles. It also reviewed the report of the Independent Remuneration Panel for Wales on Councillors' allowances for the period 2017-18.

The Committee focussed its work on ensuring that the needs and requirements of Members were addressed, but at the same time, being aware of the financial challenges facing the Council and how to make best use of Council resources. Cllr Davies stood down as a Councillor at the May 2017 elections and on behalf of the new Committee I would wish to express my gratitude to Cllr Davies for his leadership and direction and to the other Committee Members for their work..



Cllr Rob James

Chair of the Democratic Services Committee 2017-18.

The Committee's Remit

The Local Government (Wales) Measure 2011 required each County and County Borough Council to establish a Democratic Services Committee and the remit of the Committee is set out in Section 11 of of this measure namely to

- exercise the function of the local authority under section 8(1)(a) (designation of head of democratic services),
- 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/e 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

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.

Membership of the Democratic Services Committee

The membership of the Democratic Services Committee for the period 18th May 2016 – 24th May 2017 comprised of 5 members on a politically balanced basis:-

Councillor Terry Davies – Chair



Councillors Tyssul Evans (Vice-Chair).



Councillor John James,



Councillor Hugh Shepardson,



Councillor Darren Price



Democratic Services Committee Meetings

The Democratic Services Committee met 3 times during 2016-17:-

1st September 2016

28th November 2016

14th March 2017

Attendance by the Members of the Democratic Services Committee

The attendance figures for each member of the Democratic Services Committee are set out below.

Councillor	Number of Meetings held	Meetings attended
Terry Davies	3	3
Tyssul Evans	3	3
John James	3	2
Hugh Shepardson	3	3
Darren Price	3	3

Key issues considered during 2016/17

During the year the Democratic Services Committee discussed the following reports, and a brief synopsis is included for each topic:-

- **Member Development and Induction 2016/17**

The committee considered a report on how it could assist group leaders in identifying the development needs of their party members, and were offered the opportunity to meet with the Corporate Learning and Development Officer to feed back any needs arising as a result of their 1:1 meetings with members.

The Committee also agreed the content of a survey which was circulated to existing members which sought their views on the induction they received in 2012, the survey allowed the authority to plan an effective induction programme for both new and returning Councillors following the local government elections in May 2017.

- **Reviewing the council's on-line information under Council & democracy**

The Head of Democratic Services briefed the Committee on the information currently available on the Council and Democracy section of the corporate website, which included a link to the revised Code of Conduct for Members and Co-opted Members and information on 'How to be a Councillor' in readiness for the local government elections in May 2017.

- **Independent Remuneration Panel (IRPW) for Wales Annual Report - February 2017**

The Committee received for consideration the IRPW's Draft Annual Report for comment and thereafter the final version which was published in February 2017.

The Chair of the Committee was authorised to provide a response to the IRPW on the draft report and also met with representatives of the IRPW, alongside the Head of Democratic Services, to discuss the draft document.

In considering the final version of the report, the Committee made a number of recommendations to Council for inclusion within the Councillors' and Co-opted Members' Salaries and Allowances Scheme for 2017/18 which were approved in April 2017.

- **Carmarthenshire County Council's Scrutiny Function – Annual Report 2015/16**

The Head of Democratic Services presented Carmarthenshire County Council's Scrutiny Function Annual Report 2015/16 to the Committee.

- **Democratic Services Function - Annual Review**

The Head of Democratic Services presented a report on the services provided to support elected members in their roles, and discharge the democratic services function which included :-

Democratic Services Resources

Committee Support

Civic & Member Support

Elected Member Support and Accommodation

Democratic Services Committee Work Programme

- **Member Induction Programme 2017**

The Committee considered and endorsed a draft 12 month Member Induction Programme for new and returning members following the May 2017 local government elections.

The Committee was advised that a draft Induction Programme had been produced following consultation with the WLGA and the Lead Member and Officer network with a view to operating a similar type programme throughout Wales. Two focus groups had also been held during February 2017 to seek feedback from existing councillors to help assist in delivering an effective induction programme to both new and returning councillors.

The focus groups discussed;

1. What worked well at the 2012 Councillor Induction?
2. What aspects of the 2012 Councillor Induction could have been better?
3. What would members like to see different at the 2017 Councillor Induction?

- **Members ICT provision – Post May 2017**

The Committee received a report from the Interim Head of Information and Communications Technology on proposals to provide an improved, more cost effective, sustainable and efficient ICT service to Members following the Local Government elections on May 5th 2017.

Forward Work Programme

- The Committee will agree its Forward Work Programme for the forthcoming 12 months at its first meeting following election of the new Council.

General Information

The Democratic Services Committee is a public meeting and with the exception of confidential items, all business is held in public. All of the public papers are published online at <http://democracy.carmarthenshire.gov.wales/ieListMeetings.aspx?Committeeld=152>

The Council is keen to see members of the public attend Democratic Services Committee meetings and all other Council meetings, including Council, Executive Board, Scrutiny and Regulatory meetings.

Further information can be provided by Democratic Services:

DemocraticServices@carmarthenshire.gov.uk or on 01267 224028.

Democratic Services Committee

Date: 08/09/17

Subject: Update on Member Induction Programme 2017

Purpose: To update the committee on progress of the Member Induction Programme 2017.

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

Exec Board Decision Required NA

Council Decision Required NA

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER: Councillor L.M. Stephens

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:
HMDaniels@carmarthenshire.gov.uk

EXECUTIVE SUMMARY
Democratic Services Committee
08/09/2017

Update on Member Induction programme 2017

Member Induction Programme 2017

The Member Induction Programme was launched on the 11th May 2017 in County Hall, Carmarthen. The objectives of the launch were to inform new and returning members;

- ◆ the main functions of the Council and of the responsibilities of each service;
- ◆ an understanding of the principal strategies and the vision for service delivery for Carmarthenshire;
- ◆ detailed information on the arrangements for the Induction/Refresher Programme.

The Induction Programme contained a total of 25 developmental sessions which were divided into sessions for all members and sessions specifically for panel members sitting on relevant committees.

To date, 19 developmental sessions have been delivered since the launch with the remaining 6 sessions planned from the middle of September to the end of October.

The remaining 6 sessions are;

- ◆ An Introduction to Chairing Skills
- ◆ An Introduction to Scrutiny Chairing Skills
- ◆ Date Management & Freedom of Information
- ◆ Health & Safety to include Corporate Manslaughter
- ◆ Welsh Local Government (WLGA) Regional Workshop
- ◆ Education Consortium – Their Work

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

Evaluation

To ensure 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;

1. What worked well at the 2017 Member Induction?
2. What aspects of the 2017 Member Induction could have been better?
3. Next steps – Member Development Programme 2017/18

DETAILED REPORT ATTACHED?	YES - Attendance Breakdown

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 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

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 2017 – Attendance

Time	Module Title	Officer		Date	Number Attended
13:30 16:00	Introduction to Carmarthenshire County Council & Launch of Induction Programme	Mark James; Paul Thomas	Chamber, County Hall, Carmarthen	Thu, 11 May 2017	41
10:00 12:30	Code of Conduct, Ethics, Standards, Legal Duties and Responsibilities	Linda Rees Jones	Chamber, County Hall, Carmarthen	Mon, 15 May 2017	43
10:00 16:30	Local Government Finance including budgetary and treasury management	Chris Moore	Chamber, County Hall, Carmarthen	Wed, 17 May 2017	30
09:45 16:30	Familiarisation Tour of the County for Newly Elected Members	Ian Llewelyn	Start at County Hall, Carmarthen:	Fri, 19 May 2017	9
10:00 12:30	Constitutional matters and webcasting	Linda Rees Jones; Robert Edgecombe	Chamber, County Hall, Carmarthen	Mon, 22 May 2017	22
09:45 16:30	Familiarisation Tour of the County for Newly Elected Members	Ian Llewelyn	Start at County Hall, Carmarthen:	Tue, 23 May 2017	Cancelled
10:00 12:30	Members of the Planning Committee	Llinos Quelch; Julian Edwards; Ian Llewelyn; Hugh Towns; Irfon Jones;	Chamber, County Hall, Carmarthen	Fri, 26 May 2017	15
10:00 12:00	Members of the Planning Committee (Mop up)	Llinos Quelch;	Chairman's Room, County Hall, Carmarthen	Tue, 30 May 2017	5

Member Induction Programme 2017 – Attendance

14:00 16:30	Members of the Planning Committee	Llinos Quelch; Julian Edwards; Ian Llewelyn; Hugh Towns; Irfon Jones; Rosie Carmichael	Chamber, County Hall, Carmarthen	Wed, 31 May 2017	16
10:00 12:30	Members of the Standards Committee	Linda Rees Jones; Robert Edgecombe	Chamber, County Hall, Carmarthen	Mon, 05 Jun 2017	
10:00 16:30	Planning for non-planning members	Llinos Quelch; Julian Edwards; Ian Llewelyn; Hugh Towns; Irfon Jones; Rosie Carmichael	Chamber, County Hall, Carmarthen	Mon, 12 Jun 2017	24
10:00 12:30	Council Policy Framework Equalities & Diversity; Welsh Language; Sustainability	Gwyneth Ayres; Llinos Evans	Town Hall, Llanelli	Wed, 14 Jun 2017	21
10:00 12:30	Appointments and Interview Skills (Appointments Committee)	David Richards Robert Young	Chamber, County Hall, Carmarthen	Thu, 15 Jun 2017	10
14:00 16:30	Appointments Committee	David Richards Robert Young	Chamber, County Hall, Carmarthen	Thu, 15 Jun 2017	5
10:00 16:30	Members of the Licensing Committee	Sue Watts; Robert Edgecombe; Emyr Jones	Chamber & Ante Room, 3 Spilman Street, Carmarthen	Fri, 16 Jun 2017	9

Member Induction Programme 2017 – Attendance

10:00 12:30	Members of the Dyfed Pension Fund Committee	Chris Moore	Democratic Services Committee Room	Mon, 19 Jun 2017	4
10:00 16:30	Members of the Licensing Committee	Sue Watts; Robert Edgecombe; Emyr Jones	Chamber & Ante Room, 3 Spilman Street, Carmarthen	Tue, 20 Jun 2017	11
10:00 12:30	Scrutiny in Carmarthenshire Incl. Performance Management	Gaynor Morgan	Chamber, County Hall, Carmarthen	Fri, 23 Jun 2017	28
10:00 12:30	Introduction to Marketing and Media	Deina Hockenhull	Athenaeum Room Llanelli Library	Tue, 27 Jun 2017	18
10:00 16:30	Members of the Audit Committee	Chris Moore	Conference Room, The Beacon, Llanelli	Fri, 07 Jul 2017	7
10:00 12:30	Corporate Parenting	Bethan James	Chamber, County Hall, Carmarthen	Fri, 21 Jul 2017	25
14:00 16:30	Decisions for Future Generations	Helen Morgan Economic Development Manager	Chamber, County Hall, Carmarthen	Fri, 21 Jul 2017	20
10:00 12:30	Social Services and Well-being	Jake Morgan/SCWDP	Y Ffwrnes, Llanelli	Mon, 04 Sep 2017	
14:00 16:30	Safeguarding	Jake Morgan/SCWDP	Y Ffwrnes, Llanelli	Mon, 04 Sep 2017	

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DEMOCRATIC SERVICES COMMITTEE 8TH SEPTEMBER 2017

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.

Reasons:

Annual Forward Work Programme to discuss with Members the expected Agenda Items for the 2017/18 Democratic Committee Cycle

Relevant scrutiny committee to be consulted: Not Applicable

Exec Board Decision **NO**

Council Decision **NO**

EXECUTIVE BOARD MEMBER PORTFOLIO HOLDER:- N/A – Cllr Rob James Chair of DSC

<p>Directorate: Chief Executive's</p> <p>Name of Head of Service: Linda Rees Jones</p> <p>Report Author: Gaynor Morgan</p>	<p>Designations: Head of Administration and Law</p> <p>Head of Democratic Services</p>	<p>Tel No.01267224010</p> <p>E Mail Address: LRJones@carmarthenshire.gov.uk</p> <p>Tel No. 01267 224026</p> <p>E Mail Address: GMorgan@carmarthenshire.gov.uk</p>
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EXECUTIVE SUMMARY
Democratic Services Committee
8th September 2017

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 2017/18. 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	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

: 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 17/18

SUBJECT AREA AND BRIEF DESCRIPTION OF NATURE OF REPORT	Lead Department	Responsible Officer	Date to Democratic Services Committee
INDEPENDENT REMUNERATION PANEL FOR WALES DRAFT ANNUAL REPORT To consider and comment on the draft report.	Chief Executive	Head of Democratic Services	NOVEMBER 2017
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 2017
CARMARTHENSHIRE COUNTY COUNCIL'S SCRUTINY FUNCTION ANNUAL REPORT 2016/17 To consider an overview of the Council's Scrutiny Function and the respective Scrutiny Committees' work during the 2016/17 municipal year.	Chief Executive	Head of Democratic Services	NOVEMBER 2017
TIMING OF MEETINGS SURVEY To receive further information on the results of the survey of Members in respect of the times and intervals at which meetings of a local authority are held.	Chief Executive	Head of Democratic Services	NOVEMBER 2017
PERSONAL DEVELOPMENT REVIEWS 17/18 – DISCUSSIONS WITH GROUP LEADERS To form a basis for discussion between Corporate Learning & Development and Group Leaders regarding development requirements for Members	Chief Executive	Corporate Learning & Development Advisor	MARCH 2018



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Subject area and brief description of nature of report	Lead Department	Responsible Officer	Date to Democratic Services Committee
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 2018
MEMBER DEVELOPMENT PROGRAMME 17/18 To receive an update on the Member Development Programme and identify additional training and development topics.	Chief Executive	Corporate Learning & Development Advisor	JUNE 2018
COUNCILLOR ANNUAL REPORTS To confirm arrangements for publication of Councillor Annual reports	Chief Executive	Head of Democratic Services	JUNE 2018
ANNUAL REPORT OF THE DEMOCRATIC SERVICES COMMITTEE 2017/18 To consider a report outlining the work the work of the Committee during the 2017/18 municipal year.	Chief Executive	Head of Democratic Services	SEPTEMBER 2018
UPDATE ON DISCUSSION WITH GROUP LEADERS RE PERSONAL DEVELOPMENT REVIEWS 17/18 To receive an update on the Learning & Development Advisor's discussions with Group Leaders regarding their development requirements.	Chief Executive	Corporate Learning & Development Advisor	SEPTEMBER 2018
MATTERS REFERRED FROM CRWG	Chief Executive's	Head of Democratic Services	AS REQUIRED

