



**Gwasanaeth Democraidd**  
**Democracy Service**  
Swyddfa'r Cyngor  
CAERNARFON  
Gwynedd  
LL55 1SH

Cyfarfod / Meeting

**PWYLLGOR GWASANAETHAU DEMOCRATAIDD**  
**DEMOCRATIC SERVICE COMMITTEE**

Dyddiad ac Amser / Date and Time

**10.00 a.m. DYDD MAWRTH, 3 MEHEFIN, 2014**

**10.00 a.m. TUESDAY, 3 JUNE, 2014**

Lleoliad / Location

**SIAMBR HYWEL DDA**  
**SWYDDFEYDD Y CYNGOR/COUNCIL OFFICES**  
**CAERNARFON**

**\*Noder y man cyfarfod os gwelwch yn dda/Please note the venue\***

Pwynt Cyswllt / Contact Point

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Dosbarthwyd/Distributed 27.05.14

**PWYLLGOR GWASANAETHAU DEMOCRATAIDD  
DEMOCRATIC SERVICES COMMITTEE**

**AELODAETH / MEMBERSHIP (15)**

**Plaid Cymru (7)**

Y Cynghorwyr / Councillors

Selwyn Griffiths	Charles Wyn Jones
Linda Ann Wyn Jones	Dilwyn Morgan
Michael Sol Owen	Mair Rowlands
Mandy Williams-Davies	

**Annibynnol / Independent (4)**

Y Cynghorwyr / Councillors

Lesley Day	Tom Ellis
Jean Forsyth	Anne Lloyd-Jones

**Llais Gwynedd (3)**

Anwen Davies	Jason Humphreys	Gweno Glyn
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**Llafur / Labour (1)**

Y Cynghorydd / Councillor Sion Wyn Jones

**Aelod Ex-officio / Ex-officio Member**

Cadeirydd y Cyngor / Chairman of the Council  
Y Cynghorydd / Councillor Dewi Owen

## **AGENDA**

### **1. ELECTION OF CHAIRMAN**

To confirm the decision taken by the Council at its meeting on 1 May 2014 to re-elect Councillor Lesley Day as Chairperson of this Committee for 2014/15.

### **2. ELECTION OF VICE-CHAIRMAN**

To elect a Vice-chairman for this Committee for 2014/15.

### **3. APOLOGIES**

To receive any apologies for absence.

### **4. DECLARATION OF PERSONAL INTEREST**

To receive any declaration of personal interest.

### **5. URGENT BUSINESS**

To note any items that are a matter of urgency in the view of the Chairman for consideration.

### **6. MINUTES**

The Chairman shall propose that the minutes of the last meeting of this committee held on 18 March 2014 be signed as a true record (copy herewith – **yellow** paper)

### **7. ANNUAL REPORTS BY MEMBERS**

To consider the report of the Head of Democratic Services (copy herewith – **pink** paper)

### **8. WEB-CASTING**

To consider the report of the Head of Democratic Services (copy herewith – **blue** paper)

### **9. MEMBERS' SALARIES**

To consider the report of the Head of Democratic Services (copy herewith – **salmon** paper)

### **10. ENGAGEMENT WITH MEMBERS**

To consider the report of the Head of Democratic Services (copy herewith – **green** paper)

### **11. PERSONAL DEVELOPMENT INTERVIEWS**

To consider the report of the Head of Democratic Services (copy herewith – **lilac** paper)

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## DEMOCRATIC SERVICES COMMITTEE 18/3/14

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**Present:** Councillor Lesley Day (Chair)

**Councillors:** Anwen Davies, Jean Forsyth, Gweno Glyn, E. Selwyn Griffiths, Sion Wyn Jones, Dilwyn Morgan, Michael Sol Owen, Gareth Thomas and Mandy Williams-Davies.

**Cabinet Member:** Councillor Ioan Thomas (Cabinet Member – Customer Care).

**Others invited:** Councillor Peter Read (for item 9 on the agenda)

**Officers:** Geraint George (Head of Strategic and Improvement Department), Arwel Ellis Jones (Senior Manager – Corporate Commissioning Service), Dilys Phillips (Monitoring Officer – for item 5 on the agenda) and Bethan Adams (Member Support and Scrutiny Officer).

**Apologies:** Councillors Thomas G. Ellis, Jason Humphreys, Anne Lloyd Jones, Charles W. Jones and Linda Ann Wyn Jones.

### 1. WELCOME

Councillor Gweno Glyn, who was attending her first meeting of this Committee, was welcomed.

### 2. REPRESENTATIVE TO ATTEND THE STANDARDS COMMITTEE

It was noted that an invitation had been extended to the Chair and Vice-chair of the Committee to attend a meeting of the Standards Committee on 7 April. It was reported that it was not possible for the Vice-chair to attend the meeting, therefore, the views of the Committee was sought as to whether another member should attend as a representative.

**RESOLVED to nominate Councillor Selwyn Griffiths as a representative of the Committee to attend a meeting of the Standards Committee on 7 April with the Chair.**

### 3. DECLARATION OF PERSONAL INTEREST

No declarations of personal interest were received from any members present.

### 4. MINUTES

The Chair signed the minutes of the previous meeting of this committee held on 11 December 2013, as a true record.

### 5. REVIEWING THE COUNCIL'S CONSTITUTION

The Monitoring Officer was welcomed to the meeting.

It was reported that the Council Constitution Review Working Group established by the Audit Committee to assist with the work of reviewing the constitution was consulting with the relevant stakeholders. It was noted that the Working Group wished to obtain the Committee's views on parts of the Constitution that dealt with the rights and operation of the Full Council, along with rules on members' rights to gain access to information.

A discussion was held on the matters listed in the report.

**RESOLVED to submit the views of the Committee to the Council Constitution Review Working Group as follows:**

- **Not to separate the Chair's civic role from the work of presiding at Council meetings;**
- **That the Committee in general is against imposing a time limit on full Council meetings;**
- **To agree that the ability to join committees remotely is restricted to meetings where it is not essential to obtain an urgent decision;**
- **To change the required percentage of members to sign a motion to dismiss the Council Leader for it to be considered at a meeting of the Full Council from 15% to 20%;**
- **To retain the arrangement whereby a Cabinet Member presents a report before the Council and responds to questions and that something should be built into the procedure rules to manage that;**
- **The Committee's support to allow questions from members of the public at meetings of the Full Council within strict conditions;**
- **That the Committee supports the use of social media at meetings and committees but is concerned in terms of allowing filming as there would be no control of the use, however, the Committee does not wish to disrupt the rights of the public;**
- **That the Committee is generally supportive of a procedure rule which allows a member to be absent for family reasons but that we should wait before detailing how it will work until the Welsh Government guidance are received, when the Committee will consider the matter;**
- **The Committee's support to obtain a forward work programme for the Cabinet, the Scrutiny Committees and the Council which is updated regularly with details regarding the content of the items;**
- **Satisfied with the arrangements for the decisions of individual Cabinet members but it is recommended that Champions should be consulted when appropriate;**
- **That arrangements for Council members' access rights to information are suitable.**

## **6. ACCESSIBILITY OF THE COUNCIL'S HEADQUARTERS**

Councillor Peter Read was welcomed to the meeting.

It was reported that the *Access All Areas* company had undertaken a detailed inspection into all aspects of accessibility in the main offices. Councillor Peter Read had been consulted regarding their recommendations and it was noted that the final list of the improvements recommended was appended to the report in Appendix A.

Councillor Peter Read noted that the adaptations agreed responded to many of the problems that existed in the Council's Headquarters.

In response to an observation by a member regarding the need for two members' lounges, it was noted that the downstairs lounge offered a working area for members and on days when the Full Council meetings were held, one lounge was insufficient.

The Cabinet Member for Customer Care noted that the adaptations agreed offered a realistic solution and that consideration should be given to the use of both lounges to prevent scarce space being wasted at a time of financial hardship.

Councillor Peter Read was thanked for his contribution.

**RESOLVED to recommend:**

- (i) That the Council adopts the schedule of recommendations in Appendix A, in order to ensure that the Headquarters is accessible to visitors;**
- (ii) That the Council re-designates the first-floor Lounge as the main Members' Lounge and ensures that this provision is accessible to all Members.**

**7. WEBCASTING**

It was reported that an update had been submitted on the discussion in relation to webcasting at some meetings at the previous meeting. A proposed work programme was submitted to introduce webcasting as well as an update in terms of the funding arrangements. It was emphasised that the period of trialling and providing training to members was all important.

It was noted that it was intended to note a message on the screen during webcasted meetings where a translator was not required by those present in the meeting room explaining that no translation was available. The Cabinet Member for Customer Care noted that it was difficult to justify providing a translator where there was no assurance that the service was being used in the current financial climate.

In response to an enquiry by a member in relation to appointing a provider, the Senior Manager – Corporate Commissioning Service noted that it was intended to appoint a provider under the Framework Agreement, and as it happened, no local companies were on the list.

In response to a member's observation in relation to webcasting the meetings of the Planning Committee held in Pwllheli or Dolgellau, the Senior Manager – Corporate Commissioning Service noted that there was no webcasting equipment in those locations and should it be decided that an item was of real importance to residents, that it would be possible, but not mandatory, to consider moving the meeting to Caernarfon. He added that there was a need to weigh up the benefits of webcasting against the convenience in terms of travelling for the public.

It was suggested that a procedure whereby members of the public could register their wish to receive a translation beforehand should be trialled.

In response to a member's question in relation to the number of meetings where there were no non-Welsh speaking members, the Senior Manager – Corporate Commissioning Service noted that the Cabinet members and officers were bilingual and therefore, unless members of the public were present at the meeting, then no translator was required.

A member expressed her wish to translate discussions in whichever language used. In response, it was noted that the procedure of translating from English to Welsh had ended for some time and that it would not be possible to justify the additional cost in the financial climate.

**RESOLVED:**

- (i) to accept the report;**
- (ii) to trial the procedure of enabling the public to register their wish beforehand to receive a translation service on the webcast and for it to be reviewed after assessing the use of the service over time.**

**8. WEBSITES FOR TOWN AND COMMUNITY COUNCILS**

The report of the Head of Democratic Services was submitted which provided an update of the timetable and funding position for the provision of a grant of up to £500 each so that Town and Community Councils could establish a website.

A member noted that Blaenau Ffestiniog Town Council had taken advantage of the grant and an estimate price of approximately £2,000 had been obtained for the development of a website. The member noted further, because of the cost, that Town and Community Councils should be encouraged to collaborate as it was mandatory to publish the minutes of Town and Community Councils on the internet.

**RESOLVED that the Committee continues to support the work of facilitating the development of establishing websites for Town and Community Councils during 2014/15.**

## **9. ENGAGEMENT WITH MEMBERS**

The Senior Manager – Corporate Commissioning Service noted that in accordance with the Committee's wish, a consultation had been held with members regarding the Council's general engagement arrangements as well as contact with councillors. It was reported that positive comments had been received but that pockets of problems had been highlighted such as the lack of use of local councillors as a way of providing and receiving information.

As a result of the consultation, it was noted that the following steps were being taken:

- Discussing the format of Rhaeadr with the Communication Unit so that it would be made more accessible to members;
- Discussion with the Management Group regarding the barriers to sharing information with members, in order to improve the situation;
- Councillors to receive a link to proactive statements to the Press and an attempt should be made to share links to responsive statements prior to publication;
- It was intended to convene a group of Councillors and Heads to a meeting to discuss further and jointly plan any next steps in the context of the bridging role of members between the Council and Gwynedd residents.

A member noted that he welcomed the establishment of a group of Councillors and Heads to discuss the situation.

A member noted that Area Forums were an opportunity for members to convey messages received from their electors to officers and members.

**RESOLVED to accept the report.**

The meeting commenced at 10.00am and concluded at 12.00pm

<b>MEETING</b>	<b>Democratic Services Committee</b>
<b>DATE</b>	<b>3 June, 2014</b>
<b>SUBJECT</b>	<b>Annual Reports by Members</b>
<b>PURPOSE</b>	<b>To report on the proposals for the production of annual reports</b>
<b>AUTHOR</b>	<b>Geraint George Head of Democratic Services</b>

1. The committee will be aware of the expectation on the Council to make arrangements for members to be able to produce an annual report if they so wish in order to support communication between elected members and the public by presenting factual information of activities. Last year, it was decided to undertake a pilot, with the Chairman of this committee and Councillor Ioan Thomas, the Cabinet Member producing such reports.

2. In addition, several other councillors volunteered to produce annual reports resulting in the production and publication of annual reports by 8 members, bearing in mind that the annual reports are only one method of communicating with the electors. Whilst we, as a Council, chose to run this as a pilot, other Councils took a much harder line on the issue, placing a clear expectation on members to produce such a report.

3. One important factor in this is its link to the development of the Members' Charter with the production of the reports being a clear indicator of progress. In addition, it must be acknowledged that little information is provided to residents about the role of councillors.

4. In another report before this committee, I explain the intention to draw particular attention to the roles of members in an edition of Newyddion Gwynedd, the edition where members' salaries are to be published. Subject to the views of the committee, the intention is to draw particular attention to whether or not members have produced an annual report, in that edition.

5. The experience of the councillors who took part in the pilot last year has led to the production this year of a template, with some details pre-prepared to enable members to complete the reports more easily. A copy of the proposed template for the 2013/14 Annual Reports is attached as Appendix 1.

6. The committee's views are sought on the proposals and the suggested template.



**ANNUAL REPORT  
2013/14**

<b>Councillor:</b> Lesley Day		<b>Group:</b> Independent	
<b>Ward:</b> Garth			
<b>Role and responsibilities:</b> Chairman of the Democratic Services Committee, and member of The Council, Corporate Scrutiny Committee, and Local Joint Consultative Committee.			
<b>Purpose of the annual report:</b> The aim of the Annual Report is to assist the electorate to become better informed of the work and activities of their elected local authority member during the year.			
<b>I attended the following Committees:</b>			
<b>COMMITTEE</b>	<b>PRESENT</b>	<b>ABSENT</b>	<b>APOLOGY</b>
The Council	4	0	0
Corporate Scrutiny Committee	4	0	1
Democratic Services Committee	4	0	0
Local Joint Consultative Committee	1	0	0
Percentage of Attendance: 93%			
<b>I participated in the following additional meetings, seminars, investigations and workshops:</b> <i>e.g. Scrutiny Forum Scrutiny Investigation Strategic Plan Workshop Savings Workshop</i>			
<b>I represented Gwynedd Council on the following outside bodies:</b> <i>e.g. Snowdonia National Park Authority North Wales Fire and Rescue Service Ysgol Hirael (School Governor)</i>		<b>I represented Gwynedd Council in the following meetings:</b> <i>e.g. Joint Member Support Officer / Lead Member Support North Wales Probation Trust</i>	
<b>I attended the following Learning and Development training sessions:</b>			
<b>Corporate</b>			
Authority and Schools Performance Data	10 / 4 / 2013 (am)		
School Governance and Child Protection	10 / 4 / 2013 (pm)		
Housing Letting Policy and Statutory Responsibilities	18 / 6 / 2013		
Propriety Matters and Planning Appeals	03 / 7 / 2013		
Corporate Parenting Panel	08 / 1 / 2014		
<b>Additional</b>			
I-pad	20 / 6 / 2013		
Effective Chairing Skills	02 / 10 / 2013		
Dealing with the Press	21 / 2 / 2014		
Total Number of hours: 24			

**The following constituency activities were held:**

**The following initiatives and activities were held:**

<b>MEETING</b>	<b>Democratic Services Committee</b>
<b>DATE</b>	<b>3 June, 2014</b>
<b>SUBJECT</b>	<b>Web-casting</b>
<b>PURPOSE</b>	<b>To present the latest information on web-casting developments</b>
<b>AUTHOR</b>	<b>Geraint George Head of Democratic Services</b>

1. At the last meeting of this Committee, a proposed work programme for introducing the Web-casting system was presented. It was as follows:-

<b>DATE</b>	<b>ACTIVITY</b>
End of March 2014	Receipt of final tenders on proposals for the submission of web-casting services for the Council
End of April 2014	Award of a two year contract for the succesful company
May to September 2014	Period of piloting including:- <ul style="list-style-type: none"> <li>• A demonstration for committee members and others</li> <li>• Training sessions on the system for members and officers</li> <li>• Testing by recording meeting without their broadcast</li> </ul>
September to December 2014	Broadcasting meetings of the full Council and Planning Committee (when that meeting is in Caernarfon)
January 2015 onwards	Implementing a full programme of broadcasting the following regular meetings:- <ul style="list-style-type: none"> <li>• Full Council</li> <li>• Planning Committee (when that meeting is in Caernarfon)</li> </ul> Reviewing the work programme for the Cabinet and Scrutiny Committees to use the remainder of the Council’s web-casting “hours” Considering whether there are any specific issues about which the Council would like to web-cast – eg very important messages
September 2015	Starting the process of regularly reviewing the use of the service in order to start to assess its continuation at the end of the current contract

2. By now, the contract for the work has been let, with Public-i, the major company operating in this area throughout Wales, being appointed to run the service on a two year contract. One of Public-i’s officers will be present at the meeting to make a presentation to the committee on the system and the programme for its introduction, that could look a little different to that outlined above.

3. The committee will be aware of the Welsh Government grant that supported this development. The funding for the two year contract is now in place and the Council will have to closely monitor the use and effectiveness of the system to inform its decision about the future use beyond that date.

4. The committee's observations are sought.

<b>MEETING</b>	<b>Democratic Services Committee</b>
<b>DATE</b>	<b>3 June, 2014</b>
<b>SUBJECT</b>	<b>Members' Salaries</b>
<b>PURPOSE</b>	<b>To update members on the publication requirements and the Council's plans for meeting those requirements</b>
<b>AUTHOR</b>	<b>Geraint George Head of Democratic Services</b>

### **GOFYNION CYHOEDDI**

1. Members' salaries are a matter of clear public interest. Of course, those salaries are set by the Independent Panel on Financial Remuneration, a fact that distances the decision on those allowances from the councillors themselves, a matter that this Council and others had been seeking for years.

2. In announcing those allowances, the Independent Panel does place responsibilities on the Council to publish the salaries paid, There are two elements to this:-

<b>REQUIREMENT</b>	<b>TIMETABLE</b>
Publish information on the salaries to be paid in 2014/15	By 31 July
Publish information on the salaries and expenses paid to members in 2013/14	By 30 September

### **THE PLANS FOR PUBLICATION**

3. By 31 July, it is hoped that all the appointments to posts that carry an additional salary will have been made and it will therefore be possible to publish the Council's proposals by then, doing so on the Council's web-site.

4. With the information on payments made during 2013/14, the plan this year is to do so in an edition of Newyddion Gwynedd, if the timetable allows. However, there were concerns last year that the information had been published out of context.

5. The intention this year is to include a section in Newyddion Gwynedd on the work of members, explaining their work and different responsibilities amongst other issues, with the information on salaries and whether or not a member has produced an Annual Report.

### **OBSERVATIONS**

6. The committee's views on these proposals are sought.

<b>MEETING</b>	<b>Democratic Services Committee</b>
<b>DATE</b>	<b>3 June, 2014</b>
<b>SUBJECT</b>	<b>Engagement with Members</b>
<b>PURPOSE</b>	<b>To report on recent discussions and further proposals on improving engagement with members</b>
<b>AUTHOR</b>	<b>Geraint George Head of Democratic Services</b>

1. Members will be keenly aware of the key role that they play in the relationship between the Council and the residents of the county. This role will become increasingly important over the coming months and years as the Council faces difficult choices about the way forward. Consequently, good communication and engagement with members is crucial.

2. A report was submitted to the last meeting of this committee on the results of initial work on how to improve communications and engagement with members. Members will recall that this included a questionnaire to members and also two workshops held at Porthmadog and Bethel.

3. The result of the discussion at the last meeting was that there was scope to improve the arrangements to communicate and engage with members, building on some examples of good practice. Part of that was for each member to be able to receive copies of press releases by the Council and each member has received an e-mail from the Communications Unit to facilitate that.

4. In addition there was agreement with the suggestion of bringing a group of councillors and officers together to hold more discussions and plan any further steps jointly. A report to that effect was presented to the Management Group that welcomed this move and nominated some key officers to sit on the Group.

5. Arrangements are being made to convene that group at the moment. In the meantime, there are plans to hold a training / development session on the role of councillors in a time of great change. It is hoped that this will help members in their role of leading their communities over the difficult next few years. The session will take place on 2nd July; more information will be sent out in advance of the date.

6. The committee's views are sought on the above proposals.

<b>MEETING</b>	<b>Democratic Services Committee</b>
<b>DATE</b>	<b>18 March, 2014</b>
<b>SUBJECT</b>	<b>Personal Development Interviews</b>
<b>PURPOSE</b>	<b>To present the latest information on the latest developments on the Council's proposals</b>
<b>AUTHOR</b>	<b>Geraint George Head of Democratic Services</b>

1. The committee is aware that the Council must have a system whereby members are offered a personal development interview. The 2011 Local Government Measure insists that councils offer a process for members to assess their development needs.

2. The committee has discussed this before and, at this committee's request, all the Area Forums were visited to gauge the level of interest amongst members for this sort of arrangement. This was an opportunity to explain that this was not a system to assess the performance of members outside the Cabinet but an opportunity to have a completely confidential discussion about development needs. The response varied with some seeing the advantages in such a system and others not.

3. The position with the Cabinet is different because there will be a separate arrangement for Cabinet members, and this is likely to include an assessment of their performance.

4. To enable members to have the opportunity to discuss their personal development, arrangements are now in place for five senior officers to prepare to hold interviews with any member who wants to.

5. The next steps will be:-

- Preparing a template that could be used as the basis for the interviews (a copy of that draft template is attached as Appendix 1)
- A letter to be sent to each member reminding them of the offer of an interview (with the template noted above enclosed) asking them to confirm by e-mail or phone whether they wish to have such an interview
- For members responding positively, we will distribute a letter confirming the location of the interview, and enclosing the relevant member job-description
- Members to be complete the template if they wish to or simply to use it as a briefing note for themselves
- The interview takes place (before the end of September) and agreement reached on development and learning needs
- Meeting those needs in line with the previously agreed guidelines

6. The committee's observations on these proposed arrangements are invited.

**Preparing for a Personal Development Review.**

**This form offers a possible format for the interview. You may use it as a framework to think about prior to the meeting or, if you wish, you may fill it in and bring it to the meeting.**

**This form is confidential to you and the person who is conducting your review except for the final sheet which will be used by member support officers for your personal development plan and to prioritise activities for the Authority's training programme.**

**1. What are my current roles and responsibilities?** (e.g. the council executive/cabinet portfolio, overview and scrutiny member, chair, member of a statutory committee such as planning, licensing etc. In the community, ward member/community leader)

**2. What specific tasks to I need to achieve this year? What do I plan to do? By when?**

**3. What do I need to know about and be able to do to undertake my role and deliver my plans?** (Your role description, person specification and the member development framework/questionnaire may help you here)

**4. What aspects of my role am I confident in?**



**5. Where am I less confident?**

**6. What might prevent me from undertaking my role effectively?** (consider any personal, organisational or political issues which might be a barrier to success)

**7. What learning and development have I undertaken this year?**

**8. What have I learned and been able to achieve as a result of this learning and development?**

**9. What additional learning and development would be useful, use the table below.**

<b>Areas that I would like to develop are:</b>	<b>Preferred method of development</b> (e.g. visits to other authorities, peer networking, practical workshops, e learning etc.)
Skills (e.g. meeting management, questioning techniques, media interviews,	
Knowledge (e.g. the code of conduct, equalities, the planning process, local policy etc.)	

**Preparing a development plan and training programme**

<b>Area for Development</b>	<b>How</b>	<b>Priority</b>