

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

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**

Councillor: Lesley Day		Group: Independent	
Ward: Garth			
Role and responsibilities: Chairman of the Democratic Services Committee, and member of The Council, Corporate Scrutiny Committee, and Local Joint Consultative Committee.			
Purpose of the annual report: 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.			
I attended the following Committees:			
COMMITTEE	PRESENT	ABSENT	APOLOGY
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%			
I participated in the following additional meetings, seminars, investigations and workshops: <i>e.g. Scrutiny Forum Scrutiny Investigation Strategic Plan Workshop Savings Workshop</i>			
I represented Gwynedd Council on the following outside bodies: <i>e.g. Snowdonia National Park Authority North Wales Fire and Rescue Service Ysgol Hirael (School Governor)</i>		I represented Gwynedd Council in the following meetings: <i>e.g. Joint Member Support Officer / Lead Member Support North Wales Probation Trust</i>	
I attended the following Learning and Development training sessions:			
Corporate			
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		
Additional			
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: