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

Cyfarfod / Meeting

PWYLLGOR GWASANAETHAU DEMOCRATAIDD
DEMOCRATIC SERVICES COMMITTEE

Dyddiad ac Amser / Date and Time

10.00am DYDD MAWRTH, 9 RHAGFYR, 2014

10.00am TUESDAY, 9 DECEMBER, 2014

Lleoliad / Location

SIAMBR HYWEL DDA
SWYDDFEYDD Y CYNGOR / COUNCIL OFFICES
CAERNARFON

Pwynt Cyswllt / Contact Point

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**PWYLLGOR GWASANAETHAU DEMOCRATAIDD
DEMOCRATIC SERVICES COMMITTEE**

AELODAETH / MEMBERSHIP (15)

Plaid Cymru (7)

Y Cynghorwyr / Councillors

Selwyn Griffiths

Sian Gwenllian

Annwen Hughes

Mandy Williams-Davies

Michael Sol Owen

Dilwyn Morgan

[sedd wag / vacant seat]

Annibynnol / Independent (4)

Y Cynghorwyr / Councillors

Lesley Day

Tom Ellis

Jean Forsyth

Anne Lloyd-Jones

Llais Gwynedd (3)

Y Cynghorwyr / Councillors

Anwen Davies

Gweno Glyn

Jason Humphreys

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

RHAGLEN

1. CROESO AC YMDDIHEURIADAU

Derbyn unrhyw ymddiheuriadau am absenoldeb.

2. DATGAN BUDDIANT PERSONOL

Derbyn unrhyw ddatganiad o fuddiant personol.

3. MATERION BRYD

Nodi unrhyw eitemau sy'n fater brys ym marn y Cadeirydd fel y gellir eu hystyried.

4. COFNODION

Bydd y Cadeirydd yn cynnig y dylid llofnodi cofnodion y cyfarfod diwethaf o'r pwyllgor hwn a gynhaliwyd ar 9 Medi, 2014 fel rhai cywir

(copi **gwyn** ynghlwm)

5. GWE-DDARLLEDU

Ystyried adroddiad y Pennaeth Gwasanaethau Democraataidd

(copi **melyn** ynghlwm)

6. YSTYRIAETH I YSMYGU E-SIGARENNAU MEWN PWYLLGORAU

Ystyried adroddiad y Pennaeth Gwasanaethau Democraataidd

(copi **gwyrdd** ynghlwm)

7. GWEFANNAU CYNGHORAU CYMUNED a THREF

Ystyried adroddiad yr Uwch Reolwr TG a Thrawsnewid

(copi **pinc** ynghlwm).

8. CYFWELIADAU DATBLYGIAD PERSONOL

Ystyried adroddiad y Pennaeth Gwasanaethau Democraidd

(copi **glas** ynghlwm)

9. DARPARIAETH HYFFORDDIANT AR FFURF AR - LEIN

Ystyried adroddiad y Rheolwr Dysgu a Datblygu, Adnoddau Dynol

(copi **lelog** ynghlwm)

10. DATBLYGU DEFNYDD I-PADS A HYFFORDDIANT

Ystyried adroddiad yr Uwch Reolwr TG a Thrawsnewid

(copi **llwyd** ynghlwm)

DEMOCRATIC SERVICES COMMITTEE, 09.09.14

Yn bresennol: Councillor Lesley Day (Chair);
Councillor Anne Lloyd Jones (Vice-chair).

Councillors: Tom Ellis, Jean Forsyth, Selwyn Griffiths, Annwen Hughes and Jason Humphreys.

Officers: Geraint George (Head of Strategic and Improvement Department / Head of Democratic Services), Arwel Ellis Jones (Senior Manager - Corporate Commissioning Service), Vera Jones (Members Manager – Democratic Service), Huw Ynyr (Senior Manager - Information Technology and Transformation) and Eirian Roberts (Member Support and Scrutiny Officer).

Apologies: Councillors Anwen Davies, Gweno Glyn, Dilwyn Morgan, Michael Sol Owen, Mair Rowlands and Mandy Williams-Davies.

1. DECLARATION OF PERSONAL INTEREST

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

2. MINUTES

The Chair signed the minutes of the previous meeting of this committee held on 3 June, 2014 as a true record.

3. ENGAGEMENT WITH MEMBERS

The Senior Manager – Corporate Commissioning Service submitted the report of the Head of Democratic Services regarding recent discussions and further proposals being developed on improving engagement with members.

During the discussion:-

- Failure to consult local members regarding developments in their ward was noted.
- It was noted that councillors did not always know which officer should be contacted regarding various issues.

RESOLVED to accept the report and to ask for a report back on action plans to improve.

4. DIVERSITY

The Chair submitted the report of the Head of Democratic Services on the recent findings and proposals regarding improving diversity in Local Government.

During the discussion:-

- Concern was expressed that this could be pushed too far. In response, it was noted that this was not the intention, but rather to approach the schools, etc. to actively promote the work and role of councillors.

- Objection was expressed to the idea of establishing a Women's Forum as all members served on the Council as a person, rather than as a man or woman.
- The proposal of attempting to get young people in schools to understand the democratic process was welcomed. In terms of the specific reference in the report to engaging with Years 12 and 13 in secondary schools, it was noted also that this would need to be extended to include Coleg Meirion Dwyfor also.
- The importance of ensuring that any work completed in this field was measured was emphasised.

RESOLVED

- To establish a Democracy Sub-group from the Democratic Services Committee under the leadership of the Chair, with membership to include the Disabilities Champion - Councillor Peter Read, and the Children and Young People Champion – Councillor Mair Rowlands, along with Councillors Anne Lloyd Jones and Sion Jones, and also contact the remaining members of this committee to invite them to take-up a seat on the sub-group.**
- To seek to hold the sub-group's meeting by means of video conferencing.**

5. REMOTE ATTENDANCE

The Senior Manager—Corporate Commissioning Service submitted the report of the Head of Democratic Services which sought the committee's views on changes made to the Constitution in an attempt to deal with the potential complexities of remote attendance at committees.

A discussion was held on various draft clauses of a Procedure Rule.

In response to concern that the remote connection could be lost, it was emphasised that managing the meeting was the Chair's responsibility and that it had to be accepted that there was an element of risk, although the provision was much stronger by now.

RESOLVED to express the following observations on the draft of a Procedure Rule for the Council so that it could be processed for inclusion in the Council's Constitution in due course:-

- **4.17.1 – Agree that video-conferencing should be provided in the Council's offices in Dolgellau and Pwllheli and in Siambr Dafydd Orwig and Siambr Hywel Dda in Caernarfon to allow members to attend committees remotely.**
- **4.17.2 – That the scrutiny committees, the Democratic Services Committee and the Language Committee should be listed as the only ones that are eligible for remote attendance, as they do not make executive decisions.**
- **4.17.3 – That a member who wishes to remotely attend a committee should give at least 4 days' notice to the Head of Democratic Services. A note should be included on the front of the agenda instructing members to contact the Member Support and Scrutiny Officer if they wish to attend a committee remotely, and for the same instruction to be included in the e-mail sent to members with the link to the agenda.**
- **4.17.4 – It is not believed that this rule is required. Having this rule and rule 4.17.5 (which is statutory) complicates the committee's administration without contributing much to its management.**
- **4.17.5 – That the number of members who attend in the room where the meeting is held should account for 30% of all members attending the meeting (be that in the committee room or remote attendance).**

- **4.17.6 – If the connection is lost, it will be a matter for the Chair to decide whether or not the meeting should be deferred, but out of courtesy, every attempt should be made to contact the members in Pwllheli and Dolgellau to inform them of the decision.**

6. WEB-CASTING

The Senior Manager – Corporate Commissioning Service submitted the report of the Head of Democratic Services which presented the latest information regarding the web-casting developments and sought the views of the committee.

During the discussion:-

- The importance of publicising the web-casting was emphasised.
- It was suggested that it would be beneficial to web-cast the Cabinet's meetings as they made the executive decisions.
- The Senior Manager – Information Technology and Transformation was asked to ascertain how many hits committee minutes received on the Council's website.

RESOLVED to accept the report.

7. WEBSITES FOR TOWN AND COMMUNITY COUNCILS

The Members Manager – Democratic Service submitted the report of the Head of Democratic Services which provided an update of the plan to support town and community councils to develop websites.

The Senior Manager – Information Technology and Transformation elaborated on Option 2, namely to collaborate with other town and community councils in the county to create a joint-website.

During the discussion:-

- Concern was expressed that it would be expensive for the small councils to maintain the websites continuously.
- It was suggested that it would be better for the councils to establish joint-websites.

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

8. ELECTED MEMBERS' ANNUAL REPORTS

The Head of Democratic Services submitted his report which provided an update on the situation regarding Elected Members' Annual Reports for 2013/14.

During the discussion:-

- It was noted that a word processing facility was needed on the Ipad so that members could prepare their annual reports. The Senior Manager – Information Technology and Transformation explained that there were various Apps available for word processing purposes, but that the Ipad was not the best tool for doing so. He added that some packages could be trialled, but regardless of how good the App would be, training would have to be provided on it also.

- It was noted that there was a need to arrange up-to-date training for members on the general use of the Ipads.
- It was suggested that including a diary in Newyddion Gwynedd which depicted an average week of a councillor's work would be another way of raising awareness about what councillors did.
- The importance of publicising the message was emphasised, along with the fact that resources were scarce.

RESOLVED

- (a) **To ask the Chair to send out a message through Rhaeadr reminding members to submit their annual reports before the end of the month.**
- (b) **To trial some word processing packages on the Ipads with members and arrange up-to-date training for members on general use of the Ipads and to ask the Senior Manager - Information Technology and Transformation to work with the Members Manager - Democratic Service, to establish a timetable for the work.**

9. PERSONAL DEVELOPMENT INTERVIEWS

The Senior Manager – Corporate Commissioning Service submitted the report of the Head of Democratic Services presenting the latest information about the Council's arrangements.

During the discussion:-

- It was suggested that it would be beneficial to ask, in due course, for feedback from the 20 members who would have received a personal development interview.
- The Chair referred to two national documents regarding the Competencies Framework and Councillor Development Strategy, noting that she was eager to obtain the committee's views on them as she would represent the Council at a meeting to discuss these issues on 16 September.

RESOLVED

- (a) **To submit a report to the March meeting of this committee on the response of the 20 members to the personal development interviews and how the experience has subsequently influenced their work.**
- (b) **To circulate the national documents on member development to all members of the committee and ask them to submit any observations directly for the attention of the Chair via e-mail.**

The meeting commenced at 10.00am and concluded at 11.55am.

MEETING	Democratic Services Committee
DATE	9 December, 2014
SUBJECT	Web-casting
PURPOSE	To present the latest information on the Council's arrangements
AUTHOR	Geraint George Head of Democratic Services

1. The Council web-casting system has now been installed and, on 26th November, a training session was held to which all members of the Council were invited. There were 41 present including some members of the Standards Committee.
2. During the session, the rationale for introducing the system was presented, some of the risks involved in its use were identified and there was some discussion about the need for the Council to prepare guidelines on conduct under the system and also some other possibilities in terms of the Council's meeting arrangements.
3. There was a clear view on some matters:-
 - The need for concise guidelines ("do's and don't's") to be shared with all members that the elected members themselves will have taken ownership
 - The need for further specific training for committee chairs
4. In addition, some other suggestions were made:-
 - Consulting with the public on the sorts of committee items they would wish to see web-cast within the hours available
 - Adapting the rule in the Constitution that makes it necessary to stand when speaking at the full Council
 - Consideration of the need to build in a break into long committee meetings to avoid the misrepresentation of members leaving the chamber to have a cup of tea
 - The need for a brief paper explaining some of the procedural nuances at committee meetings that might seem strange to members of the public viewing
5. Members are reminded that we will be starting to web-cast from January onwards with the meetings to be web-casted being advertised in advance.
6. Further observations are invited by Committee members and also a specific view on the preparation of the concise guidelines.

MEETING	Democratic Services Committee
DATE	9 December, 2014
SUBJECT	E-cigarettes
PURPOSE	Promote a discussion on the appropriate use of e-cigarettes by Elected Members
AUTHOR	Geraint George Head of Democratic Services

1. As the Committee is aware, with the arrival of the 2007 Anti-smoke legislation, smoking in public places became prohibited, including within the workplace.

The guidelines provided with the anti-smoke 2007 Legislation note as follows: *“The effect of the new legislation means that you, your staff, your customers and visitors will not be able to smoke within the confines of your business or establishment, if they are ‘confined’ or ‘substantially confined’.*

2. A policy was developed by the Council in accordance with the Legislation, and the policy was adapted recently (December 2013) due to the increase of e-cigarettes. The current policy for Council staff reads as following

“Smoking is prohibited with in the premises or vicinity. For example, smoking is prohibited by the Council’s entrances, windows or buildings or any other area directly outside, where smoke could affect other workers or create a negative effect on the Council. This Policy is applicable to all Council Staff. This also includes the use of e-cigarettes”.

3. However, the policy does not cover Elected Members. It is believed to be timely, in light of the introduction of web-casting and the general increase in the use of e-cigarettes, to discuss the use of where the use of e-cigarettes may be considered appropriate (or not) by Elected Members. A straw-poll at the recent web-casting training identified a significant majority in favour of such a ban.
4. The Committee is invited to consider whether it wants the council to adopt a policy statement extending the ban on the use of e-cigarettes in Council premises and their vicinity to elected members.

MEETING	Democratic Services Committee
DATE	9 December, 2014
SUBJECT	Community and Town Councils Websites
PURPOSE	To present developments on the Welsh Government £500 grant for providing web presence to Community and Town Councils
AUTHOR	Huw Ynyr IT & Transformation Senior Manager

Background

1. Welsh Government has provided a £500 grant to be administered by Cyngor Gwynedd for enabling Community and Town Councils with presence on the Web.
2. Two approaches were offered
 - a. Option 1 – the £500 would be transferred to the Community/Town Council to develop their own website, however research into the market suggested that web creation companies were charging around £2,500 for this service and on-going costs of around £250.
 - b. Option 2 – the £500 would be pooled together, providing sufficient funding to create one “master” website that would be re-branded for each individual Community/Town Council.
3. Each Community/Town Council were contacted to seek their preference, with over 20 indicating that they would prefer option 2.
4. A brief was distributed to three local companies to deliver option 2, however only one company offered to compete for the work, however the costs were not favourable.
5. Ymgynghoriaeth Gwynedd Counsultancy offer a “web package” and a proposal has been received to provide this service to the Community/Town Councils within the £500 budget, and will be for a 3 year period. Additional funding will be required from year 4 onwards.
6. Further information will be provided to the Community/Town Councils before the New Year, with an internal project kick-off scheduled for 2nd December.

Senior Manager - Information Technology and Business Transformation

MEETING	Democratic Services Committee
DATE	9 December, 2014
SUBJECT	Personal Development Interviews
PURPOSE	To present the latest information on the Council's arrangements
AUTHOR	Geraint George Head of Democratic Services

Background

1. The committee will recall the need for the Councils to have a system whereby members are offered a personal development interview. The Local Government Bill, Wales, 2011 insists that every Council must offer members a process to assess their development needs.
2. Following discussions at this committee, each member not on the Cabinet has been contacted to offer them this opportunity. 20 of the 65 front-line members have received a Personal Development Interview during September and October of this year, and below is a list of the development fields resulting from the interviews.
3. For your information, the Cabinet members will also be implementing a process to assess their development needs; however the process implemented by Cabinet will also include an element of performance management.

Themes emerging from the interviews

4. Some common themes emerged from the interviews, including:
 - Information in relation to who is who/ whom to contact
 - Developing language skills (Welsh)
 - Developing confidence for public speaking
 - Dealing with difficult situations
 - Chairing meetings (especially with web-casting)
 - Twitter/ Facebook – how to develop and use social media
 - I-pads
 - Prepare prospective elected members prior to election
 - More training for newly elected members (following election)
 - Web-casting
5. Please note that some of the themes are already included in the current training programme for elected members, and the interviews have been a way of increasing awareness of some of the courses.

6. In addition, it was an opportunity to discuss the best way of receiving training, with a number noting that they would appreciate the opportunity to receive training in small groups with an opportunity to question a Head or a trainer in a more informal setting. It was also noted that a number would appreciate on-line training (see the further report on this)

MEETING	Democratic Services Committee
DATE	9 December, 2014
SUBJECT	On-line training provision
PURPOSE	Report on the provision and seeking further guidance
AUTHOR	Carey Cartwright, Learning and Development Manager, Human Resources

1. Background

A request was received from the Democratic Services Committee for an update on the online training provision following a discussion in the Members' annual reports.

2. Introduction

The Council acknowledges the importance of appropriate training to support Members to fulfil their roles effectively, and adopted the comprehensive Learning and Development Strategy, before being awarded the Members Charter in 2009.

The strategy emphasises personal development as part of every member's role, and the duty of individuals to take responsibility for identifying the most relevant training for them and to develop themselves. The 'interviews' procedure to draw up a Personal Development Plan supports this.

Due to the varying nature of the Elected Members' role and duties, a range of development fields and training titles needed to be provided, while seeking to ensure access to appropriate learning for every member. This includes a combination of 'information sharing' sessions and 'developing understanding and skills' sessions.

It must be acknowledged that there are a number of practical issues to overcome i.e. travel distance due to the size and geography of the County, and in particular the lack of time that makes it difficult for some Members to attend formal sessions.

It is important to note that every Member has unique development needs, and that people have different ways of learning - 'traditional' sessions don't suit everyone. To this end, the Learning and Development service is committed to developing a range of innovative learning methods that includes e-learning (Learning through Technology):

- Use all types of technology for learning i.e. video, modules, internet research etc.
 - 'Online Learning' comes under this heading
- Use different devices i.e. i-pad, Smartphone, Laptops, PC's
- Access to learning opportunities any time and any place (if internet access is available)
- Let individuals choose the appropriate developing and learning method, and to learn at their own pace

There are unquestionable advantages to e-learning, and it is recognised as an effective and innovative learning method, particularly when combined with other learning methods (this is often referred to as 'Blended Learning').

To this end, e-learning could be used to:

- Replace some face to face 'information sharing' sessions.
- Maximise the effect of 'traditional' learning sessions by
 - Adding details and developing understanding
 - Reminding individuals of the learning's main points

In addition to this, the technology is available to:

- Enable organisations to create interesting, attractive and high quality learning materials.
- Offer convenient and flexible provision that is easy to use.

And of course, by avoiding travel costs, e-learning offers more value for money.

3. Where we are now

3.1 e-learning Strategy

The Learning and Development Team has developed and is implementing an e-learning strategy for the Council. This strategy addresses the need to develop an appropriate learning culture, by noting that offering high quality e-learning material is not enough in itself - the individual needs to choose this type of learning.

3.2 e-learning Officer

E-learning will be key in the development of Learning and Development over the coming years, and an investment has been made through procuring an e-learning 'platform' from the Learning Pool company and employing an e-learning Officer to develop an e-learning site for Gwynedd Council. This enables us to:

- Create our own bilingual learning materials (including modules, video, webinars etc.)
- Effective quality assurance
- Adapt and tailor the material for different groups i.e. Members, managers, front line staff

3.3 e-Gwynedd

An e-Gwynedd site has been developed and is now fully operational and is accessible from anywhere that has internet connection.

Many materials that have already been developed include Health and Safety, Child Protection, Equality and Data Protection modules – that can be accessed by using an i-pad, Smartphone or computer.

In addition,

- Discussion forums
- Learning materials (e.g. slides, leaflets)
- Connections to articles, video clips etc.

- Access to 'additional' (personal development) modules through the Learning Pool system i.e. Emotional Intelligence

3.5 Joint Working

The collaboration agenda is active Regionally (North Wales) and Nationally, particularly in terms of Learning Pool users.

An attempt was made (through WLGA) to draw up a National resource for Members in Wales and to adapt resources that had already been developed in England. Though Gwynedd Council is committed to this, it has not happened thus far, but we continue to consider the matter.

3.6 Access to Learning

The emphasis in Gwynedd thus far has been on developing the system and materials, with a schedule for organizing access to staff and Members to the learning on e-Gwynedd.

4. The Next Steps

1. Develop an e-learning culture in the Council by raising awareness about the opportunities and advantages associated with this kind of learning.
2. Extend staff and Members' access to the e-Gwynedd site.
 - In relation to Members, it is intended that the following steps be taken from December 2014:
 - i. Raise awareness about the e-Gwynedd resource
 - ii. Give Members support with learning how to use it
 - iii. Start by referring Members to the Health and Safety module
3. Extend the range of methods and learning resources on the e-Gwynedd site.
 - Articles, documents, video clips, webinars, discussion forms, news etc.
 - Collaborate with a number of departments within the Council to develop more resources i.e. safeguarding adults, Fire etc.
4. Contribute towards the 'All Wales Academy for Local Government' National project that works towards establishing a site for the 22 Welsh Councils in order to develop and share e-learning resources to staff and Members.

MEETING	Democratic Services Committee
DATE	9 December, 2014
SUBJECT	Training and iPad Apps
PURPOSE	To present developments for efficient use of the iPad and complementing apps
AUTHOR	Huw Ynyr IT & Transformation Senior Manager

Training and developments related to the use of iPads

1. The Committee might recall their desire to make better use of the iPads, enabling them to be used as tools for more than just email and calendar appointments. The Senior Manager for IT and Transformation suggested that further apps were available that would enable the iPad to be used to greater effect, bringing additional functionality such as word processing and spreadsheets to the device.
2. The Committee agreed that these apps should be trialed by Members and Officers, assessing their suitability and ease of use. A group of 5 have been identified to trial these apps, which will be in their own time. The IT Help Desk will continue to support Members and Officers with their daily tasks, however the additional capacity required to provide dedicated support to this trial will not be possible.
3. It is proposed that the distribution of the apps and the training should go hand in hand such that guidance is provided on the features presented in these new apps so that the users become proficient through assistance. The IT department will distribute these apps using the MobileIron security settings on the iPad, however this will not be possible until the package has been upgraded from Bronze to Gold as part of the Council's upgrade of this corporate solution.
4. The apps will be distributed through MobileIron Gold in the New Year.
5. Additionally, some Members indicated that they desire additional training to become proficient in their use of the iPads and negotiations have taken place with Robin Williams, headteacher of Ysgol Gynradd Llanrug, these sessions will be arranged upon review and acceptance of costs and the training details.
6. A training package has been reviewed with Robin Williams, head teacher of Ysgol Gynradd Llanrug and the proposed topics to allow for proficient use of the iPad are training on:
 - Pages (word processor)
 - Keynote (presentation)

- Numbers (spreadsheet)
 - iBooks
 - Calendar
 - Facetime
 - Camera
 - Photos
 - Contacts
 - Notes
 - Cysill (Welsh grammar and spellchecker)
 - Settings (with particular input on enabling Welsh settings)
 - Security and Privacy
 - Twitter
 - Facebook
7. The training can be a combination of class based training, with the venue to be decided, however Ysgol Gynradd Llanrug have excellent facilities to facilitate such sessions. The training will also be packaged onto iTunesU, which is a distanced learning package provided by Apple and available on the iPad.
 8. Training costs – it was proposed that Robin Williams would be released to work on the training package, but funding would be required to compensate for his teaching capacity by way of employing a relief teacher.

Senior Manager - Information Technology and Business Transformation