



Complete Agenda

Democratic Service
Swyddfa'r Cyngor
CAERNARFON
Gwynedd
LL55 1SH

Meeting

DEMOCRATIC SERVICES COMMITTEE

Date and Time

10.00 am, TUESDAY, 24TH NOVEMBER, 2015

Location

VIDEO CONFERENCE

Siambwr Hywel Dda, Caernarfon – Dolgellau - Pwllheli

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(DISTRIBUTED 17/11/15)

DEMOCRATIC SERVICES COMMITTEE

MEMBERSHIP (15)

Plaid Cymru (8)

Councillors

Annwen Daniels
E. Selwyn Griffiths
Annwen Hughes
Dilwyn Morgan

Gweno Glyn
Sian Gwenllian
Charles Wyn Jones
Michael Sol Owen

Independent (4)

Councillors

Lesley Day
Jean Forsyth

Thomas G. Ellis
Anne Lloyd Jones

Llais Gwynedd (2)

Councillors

Anwen J. Davies

Jason Humphreys

Labour (1)

Councillor Sion W. Jones

Aelodau Ex-officio / Ex-officio Members

Chairman and Vice-Chairman of the Council

AGENDA

1. APOLOGIES

To receive any apologies for absence.

2. DECLARATION OF PERSONAL INTEREST

To receive any declaration of personal interest.

3. URGENT ITEMS

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

4. MINUTES

1 - 6

The Chairman shall propose that the minutes of the last meeting of this committee held on 29 September 2015, be signed as a true record.

5. STANDARDS COMMITTEE - REPORT ON THE STANDARDS COMMITTEE REMIT

7 - 8

To receive a report by the Chairman of the Standards Committee

6. CONSULTATION BY THE INDEPENDENT REMUNERATION PANEL FOR WALES

9 - 10

To receive the report of the Head of Democratic Services

7. MEMBERS EMAILS

11 - 13

To receive the report of the Head of Democratic Services

8. WEBCASTING

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To receive the report of the Head of Democratic Services

9. MEMBERS ANNUAL REPORTS 2014-15

19 - 24

To receive the report of the Head of Democratic Services

10. DIVERSITY SUB-GROUP

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To receive the report of the Chairman of the Diversity Sub Group

11. MEMBERS CHARTER - JOB DESCRIPTIONS

34 - 35

To receive the report of the Head of Democratic Services

DEMOCRATIC SERVICES COMMITTEE 29/09/15

Present: Councillor Tom Ellis (Chair);
Councillor Anne Lloyd Jones (Vice-Chair)

Councillors: Annwen Daniels, E. Selwyn Griffiths, Sian Gwenllian, Annwen Hughes, Charles Wyn Jones, Dilwyn Morgan, Michael Sol Owen, Lesley Day, Jean Forsyth and Jason Humphreys

Officers: Geraint Owen (Head of Democratic Services), Arwel Ellis Jones (Senior Manager, Democracy and Delivery), Vera Jones (Democratic Services Manager), Huw Ynyr (Senior Manager, Information Technology and Transformation) and Eirian Roberts (Member Support and Scrutiny Officer).

Apology: Councillor Anwen J. Davies

1. DECLARATION OF PERSONAL INTEREST

Councillor Lesley Day declared a personal interest in item 5 on the agenda – Consultation to the draft directions by the Welsh Government to the review by the Boundary Commission Wales – as she had a high number of students in her ward.

The member was not of the opinion that it was a prejudicial interest and she participated fully in the discussion on the item.

2. MINUTES

The Chair signed the minutes of the previous meeting of this committee held on 9 June, 2015 as a true record.

3. CONSULTATION ON THE DRAFT DIRECTIONS BY THE WELSH GOVERNMENT TO THE REVIEW BY THE BOUNDARY COMMISSION WALES

Submitted – a report by the Head of Democratic Services noting, as part of its programme of local government reform, that the Welsh Government would require the Local Democracy and Boundary Commission Wales to conduct reviews of electoral arrangements for proposed new local authority areas. The Democratic Services Committee members were asked provide their views on the Draft Directions, to be presented to the Full Council, and to encourage their fellow members to respond to the consultation.

In addition to responding to the consultation's specific questions, the proposed changes for the 2017 elections that would lead to a likely reduction in the number elected members from 75 to 66 were discussed. Some members supported this on the grounds that there was currently an imbalance between the size of the current electoral wards, the councillor to elector ratio, that the reduction had been noted as a possible cut that would be subject to public consultation, and that it would have been better if the change was partially made in 2017. However, the majority of

members were of the view that such a short-term change would be inappropriate with such a fundamental change in boundaries to follow so soon with the reorganisation.

RESOLVED to recommend to the Council:-

- (a) To submit the observations on the content of the Draft Directions to the Boundary Commission that are attached as Appendix A to these minutes.**
- (b) To write to the Welsh Government to state the view that it would be inappropriate to implement the proposed changes for the 2017 elections with such a fundamental change in the boundaries to follow so soon with the reorganisation.**

4. TECHNOLOGY UPDATE

Submitted – the report of the Senior Manager, Democracy and Delivery and the Democratic Services Manager updating Members on matters relating to information technology, including the recent changes to the Council's electronic systems, further i-pad training and Moderngov.

The Senior Manager noted that 12 members outside the Cabinet had submitted comments on the changes to the Council's electronic systems, which meant that members could only access their 'cynghorydd' e-mails through the i-pad. He suggested that he would contact those members again to establish the nature of their needs, but if they remained unhappy, that a licence should be provided for them.

The Senior Information Technology and Transformation Manager explained the user security reasons behind the changes to the electronic systems. He also explained that there would be further consideration given to mobile phone e-mail access, as it remained unclear how that could be implemented widely without breaching security rules.

During the discussion, members referred to some of the difficulties faced as a result of introducing the new arrangements, including:-

- Difficulty in responding in writing to a consultation document
- No 3G on the i-pad.
- Was the lifespan of an i-pad shorter than the lifespan of a computer?
- The continual development and evolution of the Apple and Microsoft systems.
- Difficulty in opening attachments.
- Unable to use a USB with the i-pad.
- Eye strain.

In response to a comment by a member that they had not received prior warning that the change was going to happen, the Senior Manager, Democracy and Delivery noted that two messages had been announced via Rhaeadr, the principle method of communication with members.

Some dissatisfaction was expressed that members were not allowed to use a second e-mail account on the Council's website, but the Senior Manager, Democracy and Delivery explained that this was being addressed separately, to ensure that the committee had all the relevant information to hand prior to making a decision.

The managers responded to some of the difficulties raised, and noted:-

- There had been extensive investment in training over the past months in order to extend the use of the i-pads as far as possible.
- The new Moderngov App should eradicate many of the barriers, e.g. documents would be installed directly on the machine, without needing to be downloaded.
- The i-pads would certainly remain until the end of this Council, consideration would need to be given to what would happen with the new Council in 2017.
- Although the i-pad could not do everything, it had excellent functionality.

With regard to a comment that Cabinet members were treated differently, the Senior Manager, Democracy and Delivery explained that a business case had been submitted on behalf of Cabinet members, noting that they required access and the ability to work on documents etc., due to their specific responsibilities, but that it would also be possible to respond to cases on behalf of other members.

Some members expressed their willingness to pay for a licence themselves to gain access to their e-mails from a computer, but it was explained that this would be contrary to the guidance of the Independent Remuneration Panel for Wales.

The Democratic Services Manager provided an update on the pilot scheme to provide further i-pad training with an external expert, and summarised the observations made by those members who had received the training.

RESOLVED

- (a) Members should be provided with access to their e-mails from a personal computer or laptop (but not from a mobile phone) if required, and a note would be placed on Rhaeadr with this information.**
- (b) To contact the 12 members who had submitted comments on the changes to the Council's electronic systems, and respond to any further comments submitted by members, in order to establish the nature of their needs, and if they remained unhappy, to provide them with access to their e-mails from a personal computer or laptop (but not from a mobile phone).**
- (c) To develop the i-pad training by**
 - **Offering another formal course for other members;**
 - **Developing a team of members who can offer training and advice to their fellow members;**
 - **Consider offering 'pages' to those who had seen the app, and who were certain that they would use it;**
 - **Providing information sheets to members on how to make best use of the i-pad.**

5. DIVERSITY SUB-GROUP

Submitted – a report by the Democratic Services Manager updating members on the work of this Sub-group and the next steps. It was noted that the sub-group would meet soon to consider how to act locally on the national recommendations made in this field.

RESOLVED to accept and note the contents of the report.

6. MEMBERS' ALLOWANCES

Submitted – a report by the Head of Democratic Services providing an update to members on the decisions regarding the publication of the members' remuneration table for 2014/15.

A question was raised regarding whether the Chair's permission had been sought when acting contrary to the committee's decision at its last meeting to submit information regarding allowances in *Newyddion Gwynedd*. The Senior Manager, Democracy and Delivery responded by explaining that an editorial decision had been taken not to include the information this time in order to prioritise the Gwynedd Challenge.

RESOLVED to accept and note the contents of the report.

7. MEMBERS' ANNUAL REPORTS 2014/15

Submitted – a report by the Head of Democratic Services providing an update to members about the reports published in 2014/15. He noted that he had hoped to hold a discussion at this meeting about the obstacles and opportunities in order to facilitate the arrangements for 2015/16, but due to a lack of time, he suggested that the matter should be presented at the next meeting.

RESOLVED to hold a discussion at the next meeting on the obstacles and opportunities in relation to members' annual reports in 2015/16.

8. DEMOCRATIC SERVICES COMMITTEE WORK PROGRAMME

Submitted – the committee's work programme.

RESOLVED to note and approve the work programme.

The meeting commenced at 10.30am and concluded at 12.45pm.

Appendix A**Question 1:****Do you think the suggested ratio provides for effective and convenient local government?**

No. The ratio is totally inappropriate for a rural and dispersed area. Currently, Gwynedd's ratio as a county is 1,089 with Gwynedd's wards comprising of between 480 and 2,428 and the two largest wards having 2 members.

A method that uses a simple ratio based on the number of electors is a matter of concern. This does not acknowledge the workload faced by local councillors due to students who are not registered as electors, and the seasonal population due to the visitor industry and second homes.

It is also entirely contrary to the Welsh Government's direction, and its consultation document "Reforming Local Government – Power to Local People" which refers to the importance of "Member-led community governance". It is difficult to see how councillors could cope with this challenging role in addition to their institutional responsibilities as committee members etc. if they serve such large wards.

If such a move occurred, it would be necessary to change to full-time councillor arrangements in order to cope with the workload.

Question 2: Do you think there is a minimum number of councillors required to ensure the effective and democratic working of a local authority? If so, what is it and why?

A minimum number is required for effective democracy, but the types of figures noted are far too low. Within the Cabinet system, with the need for around 10 members in a cabinet, leaving the remainder of the Council's work (Scrutiny, Planning, Licensing etc.) to such a low number of councillors would place an unreasonable workload upon them. The minimum number should be at least 45-50 members.

The above observations are based on a view on the existing workload of councils. This would evidently increase significantly following reorganisation in fields such as Planning and Licensing, with an increase in the number of applications requiring attention.

The other matter that should be considered would be the increased complexity in the allocation of seats to political groups with fewer members within the council. It could be more difficult to fill seats, and the burden placed upon a small number of councillors would increase.

Question 3: Do you think a minimum number of elected members per local authority should be specified in the Draft Directions?

Yes, as explained in the answer to question 2. The Draft Directions should acknowledge the governance requirements of running a modern council. However, once this has taken place, each council should be considered separately, and each individual council's situation should be examined. Travelling distances should be considered (travelling to meetings as well as travelling to electors within the ward), in addition to the need to have wards are representative of natural communities.

Question 4: Do you think that there should be a cap on the maximum number of elected members per local authority? If so, what do you think the maximum number should be and why?

It is probably sensible to impose a cap, but this should reflect the individual council's area.

Question 5: Do you agree that each ward within a local authority area should have roughly the same number of electors per elected member?

No. The nature of individual wards, even within the area of one council area are so varied. Therefore it would not make any sense to do this. It is entirely appropriate to determine a range in relation to the Boundary Commission's work, but the Commission should have the freedom to make exceptions if the character of a natural community means that it makes no sense to combine it with another area.

On a related point, it is recommended that multi-member wards should be avoided as having a single member for each ward simplifies matters for residents and councillors.

Question 6: What effect should the particular characteristics of an area have on the number of councillors needed to represent the population?

These should be the main considerations and they should be very influential. If councils are truly representative of their areas, all the area's features (population, travelling distances, the character of natural communities etc.) should influence the decision.

Question 7: Do you agree that commonly used Welsh language names for wards do not also need an English language equivalent? If not, do you think that each ward should have an English and Welsh name?

Agree that there is no need for an English language equivalent for wards with commonly used Welsh language names.

Agenda Item 5

Meeting	Democratic Services Committee
Date	24 November 2015
Title	Standards Committee Annual Report 2014-15
Purpose	To present the Standards Committee's Annual Report
Author	Dr Einir Young, Chair of the Standards Committee
Relevant Officer	Iwan Evans, Monitoring Officer

Background

1. The Standards Committee is a statutory committee, which has been established to to promote and maintain high standards of conduct by the councillors and co-opted members of Gwynedd Council, and community and town councils in Gwynedd.
2. To this end the Committee has decided to publish an annual report in order to explain its purpose and promote its work. The Committee also decided that the report should be presented formally to the Committee. The Committee therefore presents this report for the Committee's attention. The report will also be circulated to all the community and town councils.
3. There have been developments in relation to the operation of the Code of Conduct which merit particular attention:
 - The Ombudsman has adopted a new two-stage test to determine whether to investigate or to continue with an investigation of a breach of the Code to the stage of referring the matter to a Standards Committee or the Adjudication Panel for Wales. In the new two-stage test the first consideration will be whether there is any direct evidence of a breach. The level of proof required is on the balance of probability. If that evidential test is met the Ombudsman will then go on to consider whether an investigation or a referral to a Standards Committee or the Adjudication Panel for Wales is required in the public interest. The Ombudsman has outlined the public interest factors he will consider which include:-
 - Seriousness of breach.
 - Whether Members deliberately sought personal gain for themselves or another at public expense.
 - Was there a misuse of position of trust or authority and was harm caused to a person.
 - Was breach motivated by discrimination?

- Is there evidence of a previous similar behaviour by a Member?
 - Is investigation required to maintain public confidence in Elected Members?
 - Is investigation a proportionate response (likely to lead to sanction).
-
- Relatively recent court decisions have also thrown further light on the boundaries of the Code when considering remarks by members. These matters are expressly referred to by the Ombudsman in his revised guidance in relation to paragraphs 6(1) (a) – disrepute and 4(b) – treating with respect and consideration. In particular Members are reminded that a Member needs a “thicker skin” and unless political comments are highly offensive or outrageous, he is unlikely to investigate complaints made by Members whether in the Council Chamber or elsewhere. Conversely making an unfair and inaccurate criticism of the Authority in a public arena or inappropriate e-mails or social media posts may be regarded as bringing the office of Member into disrepute which may merit investigation.

Recommendation

To accept the report.

Background Document

The Code of Conduct for members of local authorities in Wales Guidance from the Public Services Ombudsman for Wales March 2015

Agenda Item 6

MEETING	Democratic Services Committee
DATE	24th November 2015
TITLE OF REPORT	Consultation by the Independent Remuneration Panel for Wales
PURPOSE	To receive the observations of the Democratic Services Committee in response to the consultation
RECOMMENDATION	To offer observation and pass on the Committee's recommendations to the Cabinet
AUTHOR	Geraint Owen Head of Democratic Services

1. The Independent Remuneration Panel for Wales is responsible for setting the salaries and expenses payable to councillors arising from their duties. Every year, the Panel produces recommendations and consults on them.
2. Usually, the recommendations are not the subject of much debate since they reflect a general approach to the salaries and expenses payable to all councillors but this year, there are suggestions that merit separate attention.
3. The proposals this year include a freeze on the basic salaries paid to every member across the board but they also include some other specific issues:-
 - **Deputy Leader** – Change in the Deputy Leader's salary (a reduction of £150 in the case of Gwynedd)
 - **Cabinet members** – Two levels of remuneration for Cabinet members (not including the Leader and the Deputy Leader). A maximum of four to receive Level 1 salary (£29,000 – the current level) and four to receive Level 2 salary (£26,200 – a reduction of 10%). The Panel notes that this is in response to the situation across Wales where some authorities have chosen to form a smaller Cabinet than the maximum of ten members, and the fact that members have noted that there is an inconsistency in the amount of responsibilities they have.
 - **Committee chairs** (who receive a higher salary) – two levels of remuneration for the relevant committee chairs. Level 1 (£22,000 – the current rate) and Level 2 (£20,000). Individual Councils are to decide who is to receive which level of salary.
 - **Leader of the largest opposition party** – Reduction in the Leader of the Opposition's remuneration – down from £22,000 to £20,000, which is consistent with the Level 2 salary of the committee chairs.
4. Generally, there is opposition to these proposals across Wales. The matter is clearly an issue for members' views rather than those of officers but there may be some considerations on two of the proposals that the committee would wish to consider:-
 - The matter of differentiating between Cabinet Member salaries seems to be responding to issues in particular councils only. I wonder whether setting such a rigid rule will limit the flexibility within individual councils to set portfolios that make sense in individual circumstances? The proposed restriction on the number of

members receiving the level 1 salary would be a further limitation on the flexibility of individual councils. Another problem would be practically how to differentiate between portfolios. If the concern is that members within some small cabinets carry greater responsibilities, an alternative approach would be to set a cap on the total executive salaries payable with the actual payments being left to individual councils

- Everyone would acknowledge that there are some differences in the responsibilities of committee chairs who receive higher salaries, if only in terms of the numbers of meetings that varies considerably in Gwynedd. In light of that, and the freedom for councils to decide on the number of chairmanships at both levels, this seems like a reasonable suggestion.

5. The Committee's observations are sought.

Agenda Item 7

MEETING	Democratic Services Committee
DATE	24th November 2015
REPORT TITLE	Members e-mails
PURPOSE	Report on the latest situation
RECOMMENDATION	Recommend that the Committee confirms the original vision and decision with regards to Members official e-mail address.
AUTHOR	Geraint Owen Head of Democratic Services

1. INTRODUCTION

1.1 Whilst making preparations for the new Council, the Council Board discussed IT provisions for elected members in its meeting on 27th March 2012. The Board adopted the vision for the new Council, being *“that the main method of communicating with members is by means of using electronic technology, rather than paper.”*

1.2 In order to implement the vision, the following was noted:

“The main link of the service will be the Council’s corporate e-mail address Elected Members will be required to accept and use a corporate e-mail, following the pattern councillor.xxxxxxxxxx@gwynedd.gov.uk, where “xxxxxxxxxxx” represents the Member’s name.”

1.3 The report also detailed the reasons why a corporate Gwynedd e-mail address is required for e-mail correspondence, rather than allowing Members to use personal e-mail addresses. The reasons were noted as follows:

- Gwynedd Council sets and follows high security steps in order to guarantee compliance with the “Government Connect – Code of Connection (CoCo).” This means that the e-mail address is maintained with a procedure and under controls that have been approved by the auditors.
- The e-mail address councillor.xxxxxxxxxx@gwynedd.gov.uk is part of the Council’s brand and gives Elected Members an opportunity to take pride in the fact that they are acting under the same banner as Council staff.
- There is no guarantee of security by using personal e-mail, in particular if the e-mail is a general one for all the family.
- The e-mail address should clearly show to whom the message is being sent. Personal e-mail such as ty_ni@btinternet.com does not convey this, where the convention of using names with corporate e-mail addresses is completely clear, e.g. councillor.iolaevans@gwynedd.gov.uk. The address shows clearly that the name of the recipient is Lola Evans and that she is a Councillor in Gwynedd.
- There is no administrative or implementation costs for the Member to establish a corporate e-mail address with Gwynedd Council.
- Full bilingual support is available between 08:00 and 17:00 for the corporate service, with staff going the extra mile to ensure that the customer has the best possible service.
- The information that is sent and received by means of corporate e-mail is done

completely confidentially. Although the information is kept in the Council's Data

- Centre in the Headquarters in Caernarfon, the Council's officers do not have access to the information.
- Only the official corporate address will be advertised on the Council's website.
- Only the official corporate address will be advertised on the Council's internal directory. Personal addresses will not be advertised on the directory.

1.4 In addition, electronic correspondence has led to a substantial reduction in printing requirements, which in turn leads to financial savings for the Council, as well as contributing towards saving the environment. A report to Full Council in July 2014 noted as follows:

"Since introducing the i-pad for members, savings of over £17,000 per annum have been made in the Democratic Services budget alone with further savings made in individual departmental budgets. There is a possibility of a further £5,000 annual saving if members continue to make use of the i-pad instead of paper copies."

2. THE SITUATION IN 2015/16

2.1 In general, it has been positive over the years, with the majority of Members using their official e-mail address for receiving correspondence from the Council through electronic means in a timely manner.

2.2 However, two matters have arisen lately with regards to the use of official and personal e-mail addresses.

2.3 Firstly, it has become apparent that a small number of Members who have an official e-mail address have not been using these e-mails at all. There are examples of accounts having been closed by the Council's systems as the e-mail addresses have not been used for over a 12 month period.

2.3 We are aware of the personal choice of a few Members not to use the official address, and therefore have made alternative arrangements to receive paper copies in those circumstances.

2.4 However, we were not aware of all circumstances. It was taken for granted, as Members had a Council supplied iPad, that they were being used to receive official correspondence. This is a cause for concern as Elected Members have therefore, unaware to us, not been receiving important Council correspondence to enable them to undertake their role as Elected Members effectively.

2.5 Secondly, a small number of Elected Members have requested to receive correspondence via their personal e-mail address. We have not allowed this so far as we have been following the original decision due to the reasons noted in 1.3 above.

3.0 RECOMMENDATION

- 3.1 The Democratic Services Committee is invited to confirm the original decision with regards to vision and official Councillor e-mail address.

Agenda Item 8

MEETING	Democratic Services Committee
DATE	24th November, 2015
SUBJECT	Web-casting
PURPOSE	Provide the latest information
AUTHOR	Geraint George Head of Democratic Services

BACKGROUND

1. The Council's web-casting system has been fully operational since January 2015.
2. In order to prepare for the web-casting two training sessions were held with elected members:
 - 26 November 2014 – session held and all Council members were invited. 41 members were present including some members of the Standards Committee.
 - 12 January 2015, web-casting training for Chairs and Vice-chairs
3. The reasons behind the decision to web-cast were explained during the sessions, some of the risks identified, guidelines on conduct were discussed, along with discussing some possibilities of adapting committee arrangements.
4. Guidelines for member use were agreed. These were distributed for the first meetings to be web-cast. Those guidelines are shown in Appendix A.
5. By now, the Council has web-cast 23 meetings. At the time of the report's preparation, the information on the viewing figures were as follows:-

Committee	Date	Archive Viewers	Live Viewers	Total
Planning	12/01/2015	458	175	633
Cabinet	13/01/2015	182	71	253
Services Scrutiny	12/02/2015	132	14	146
Cabinet	19/02/2015	139	88	227
Communities Scrutiny	24/02/2015	191	19	210
Council	05/03/2015	240	119	359
Planning	23/03/2015	111	27	138
Services Scrutiny	16/04/2015	47	14	61
Cyngor	14/05/2015	68	5	73
Cabinet	19/05/2015	39	6	45
Cabinet	02/06/2015	34	5	39

Planning	15/06/2015	83	3	86
Cabinet	23/06/2015	30	3	33
Council	09/07/2015	88	3	91
Cabinet	14/07/2015	94	2	96
Cabinet	30/07/2015	216	59	275
Planning	07/09/2015	95	33	128
Cabinet	15/09/2015	115	0	115
Services Scrutiny (am)	22/09/2015	55	14	69
Services Scrutiny (pm)	22/09/2015	41	19	60
Cabinet	06/10/2015	45	3	48
Council	08/10/2015	165	52	217
Cabinet	03/11/2015	9	12	21

6. The web-casting can be viewed live on the Council's web site during the meeting, and it will be placed in the archive on the web site within 48 hours of the meeting, and is available for a period of 6 months. This is the web site link for viewing:

<http://www.gwynedd.public-i.tv/core/portal/home>

7. Please note that the majority of viewings are made through the archive site rather than live viewings. Therefore, although correct at time of going to press, the figures noted are likely to rise.
8. It is worth noting that the system where there is no translation at meetings where no request for translation has been received is operational. As a result, over the period, 5 of the 23 meetings have been held where no translation was provided since there were no non-Welsh speakers in attendance and no-one requested to view and listened in English.

TAKING STOCK

9. Since we are approaching the end of the first calendar year of web-casts, it is appropriate to take stock in order to assess the extent to which the Council wishes to continue with the system after next year.
10. Some considerations to promote discussion are noted here:-
- The viewing numbers are comparatively small, compared to figures from some other councils although there are significant differences between meetings.
 - There is more that can be done to increase interest in the web-casts
 - There are opportunities for individual members to make use of the web-casts to report to electors on the work of the Council.

- A recent review of other councils has highlighted differences of opinion about the value of continuing with the service
- There is a link between the video provision and the capability for remote attendance – this could save the Council some costs
- There is a financial cost linked to continuing with the service but it appears that some of it could be met by redirecting current resources, including enabling remote attendance by members.

11. The Committee's views on the intention for the future are sought.

WEB-CASTING – SOME QUESTIONS FOR MEMBERS

A. Preparing for the meeting

- Have I prepared for the meeting and am I clear about the points / questions that I plan to raise?
- Have I thought whether my appearance conveys a proper and appropriate image?
- Have I remembered to turn off my mobile phone before the meeting starts so that it does not interfere with the signal?

B. At the meeting

1. Request to speak:-

I should remember that the system in the two chambers is different:-

- In the Dafydd Orwig Chamber, I press the “request to speak” button and then wait for the Chairman to invite my contribution
- In the Hywel Dda Chamber, I try to draw the Chairman’s attention by raising my hand, wait for the Chairman’s invitation to contribute, switch on my microphone to speak and then turn it off when I have finished

NB There will be a seat allocated to me in the Hywel Dda Chamber but I can move in the Dafydd Orwig Chamber if I take my card with me

2. When speaking:-

- Am I speaking a reasonable distance from the microphone? (not too close, not too far)
- Is the tone of my voice interesting and reasonable?
- Am I repeating what someone else has already said?
- Am I getting too emotional because I feel strongly about an issue and is there a danger that I may say something I will regret?
- Am I speaking clearly and speaking at the right pace (not too quickly) so that anyone listening (including a translator) has trouble keeping up?

3. When listening:-

- Am I showing respect to other speakers, particularly those who have a different viewpoint?
- Am I listening properly and paying attention to what is happening in the meeting room, particularly if I am within the camera shot of the speaker at the time?
- Can I be seen to be listening or am I whispering with someone else on another issue or have I gone out for a cuppa or a chat?
- Can I be seen to be “playing” with anything (tablet, biro or other device) that could draw attention?

C. After the meeting:-

- Can I learn something about my public image by watching the webcast again?
- Can I use the webcast to spread information about what is being discussed at the Council?

Agenda Item 9

MEETING	Democratic Services Committee
DATE	24th November 2015
TITLE OF THE REPORT	Members' Annual Reports (2014/15)
PURPOSE	Update Members on the reports published in 2014/15 and present a chance for an early discussion about the opportunities and obstacles for 2015/16
AUTHOR	Geraint Owen Head of Democratic Services

1. INTRODUCTION

- 1.1 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. The purpose of the report is to support communication between elected members and the public by presenting factual information of activities.
- 1.2 One important factor in the link between the annual reports and the white paper which was discussed recently. The White Paper consulted on changing the status of the annual reports to statutory. The Committee will recall that it agreed that the production of such reports should be mandatory for all members; the Cabinet agreed with that view and that is now the public view of the Council on that issue, a view that has been communicated to the Welsh Government.
- 1.3 To remind Members, the original guidelines received have been included in **Appendix A**.

2. 2014/15 REPORTS

- 2.1 Over the last years the number of elected members who have chosen to publish an annual report has risen:

2012/13	8 reports (pilot undertaken)
2013/14	26 reports (using the template developed)
2014/15	39 reports
- 2.2 The reports have been published on the Council's website.
- 2.3 As Members presented their reports, a few comments were made which have been summarised below.
 - Templates for the reports.
Some Members felt that the template was too restrictive, and meant that they had to produce something less colourful than what they would have produced of their own accord eg more colourful and containing pictures. It was also noted that some members were uncomfortable with the editing work that was sometimes made on reports, but the Council has a duty to edit in accordance to the guidelines.
 - Template for the number of Committees attended.
Some Members believed that the current template did not offer enough information for the reader, as it only includes the number of committees and %

attendance. Some have suggested that the template should include the number present, number absent/apologies, total and the percentage.

- Data in the table of committees attended.
There was some frustration that the data received was incorrect. The Committee will remember that it decided to include information about the preparatory meetings as well as the area forums in the table. The decision was taken after the original tables were sent out to Members. In the future, we hope that Modern Gov will be able to facilitate the reporting of this information.
- Timetable.
A number of Members reported that they found it difficult to remember what had happened during the previous year and to report it in June/ July. One possibility is for Members to keep a diary, and present their reports in May of each year. In addition, if the template is approved earlier, it would be possible to share the template with Members allowing them to record events as they rose during the year. Attendance data could be added at a later date.

3.0 RECOMMENDATION

- 3.1 The Democratic Services Committee is asked to consider the comments above and present any further comments they may have fresh from the process, in order to make things easier for next year, 2015/16.

ANNUAL REPORTS BY MEMBERS OF A LOCAL AUTHORITY

Introduction

Part 1 of the Local Government (Wales) Measure 2011 (“the Measure”) contains provisions intended to strengthen local democracy. Chapter 1 of that Part concerns the support provided to members of a local authority and section 5 within that chapter provides for the production of annual reports for these members.

This statutory guidance is issued under section 5(4) of the Measure. The guidance relates to local authorities making arrangements for the production of annual reports.

What the Measure requires.

Section 5 requires county and county borough councils (local authorities) to ensure that all their elected members are able to make an annual report on their council activities during the previous year. This includes enabling any member of the council’s executive to be able to report on their executive activities also. Any reports produced by members of a county or county borough council must be published by that council.

A local authority is free to set conditions/limits on what is included in a report. A local authority must publicise what arrangements it has for publishing annual reports and in drawing up these arrangements must have regard to this guidance in so doing.

Guidance

Duties of a local authority - A local authority must make the arrangements enabling its members to produce annual reports. This means it must tell its members how and by when to do this.

The Measure, at section 8 *et seq*, provides for a Head of Democratic Services (HDS) to carry out democratic services functions as defined in section 9. This includes the provision of support and advice to members to assist them in the carrying out of their functions and organisation of the annual report process would fall within this. The Measure prevents the HDS from providing support and advice to a member of an executive in relation to the carrying out of that member’s executive functions, but production of an annual report, even if it made reference to the member’s executive activities, is not an executive function in itself. It is anticipated that the first annual reports would be published no later than the end of June 2013.

Publication of reports

How a local authority decides to publish is a matter for that authority to decide upon. The minimum requirement would be for the authority to include a link to a member’s annual report on that part of the authority’s website which carries details of individual members. There is no requirement for any publicity

beyond this, and authorities should be careful that, if they decide to provide any further publicity for the reports, the same provision is provided for all members. Therefore, should a member request that his/her report is given any greater publicity, that request should be declined unless carried out in respect of all members.

Local authorities should ensure also that their website includes information about the introduction of annual reports and how members of the public can access them.

Content of reports

The central purpose of the reports is for members of the public to find information about their local councillor's activity. Local authorities may place their own restrictions on content in reports. Annual reports should include only factual information. In the main that would suggest information on meetings, events and conferences etc. attended, training and development received. While it might be acceptable to record information such as "made representations on behalf of the campaign to save the local hospital in the following ways", it would not be acceptable to say "succeeded in saving local hospital by my efforts on my constituents' behalf".

Similarly, care should be taken to avoid including in reports information concerning activities when the member concerned is not operating in the role of councillor. So, whereas it would be acceptable to include information concerning, for instance, a speech made at a conference where the member was attending because of their council role, it would not be acceptable to refer to a speech made to, for instance, a Party conference, where the member was a delegate from their local party organisation.

Care should also be taken not to include information which could be interpreted as critical of another member. For instance, it would not be acceptable for a member to compare his/her attendance or activities with that of another member or members.

The following areas are proposed as standard items to be included:

- Role and responsibilities – to include details of membership of committees and outside bodies, attendance records for these and full council.
- Local activity – details of surgeries held, representations made on behalf of electors and the results of these
- Major projects – involvement in local, county or regional initiatives or projects.
- Learning and development – details of training and development events attended or undertaken, conferences and seminars attended.

ANNUAL REPORT- 2014/15

Councillor:		Group:																						
Ward:																								
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.																								
Role and responsibilities:																								
The following constituency activities were held:																								
The following initiatives and activities were held:																								
I attended the following Committees:																								
<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:80%;">COMMITTEE</th> <th style="width:20%;">PRESENT</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>		COMMITTEE	PRESENT																					
COMMITTEE	PRESENT																							
Percentage of Attendance:																								
I was unable to attend the following Committee(s) due to the following reasons: -																								
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:																								
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td colspan="2">Corporate</td> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr> <td colspan="2">Additional</td> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>			Corporate														Additional							
Corporate																								
Additional																								
Total Number of hours:																								

MEETING	Democratic Services Committee
DATE	24th November, 2015
SUBJECT	Diversity sub-group
PURPOSE	Update the members on the work of the diversity sub-group and present the work programme.
AUTHOR	Councillor Tom Ellis Chair of Diversity sub-group

BACKGROUND

- 1.1 The Diversity sub-group was established in February 2015 to respond to a National report and the guidance provided in the Local Government Act (2012) to try and increase diversity in Local Government.
- 1.2 The aim of the sub-group was to look at the current situation in Gwynedd and compare the profile of elected members in Gwynedd with the profile of the County to see if they were comparable. The Group looked at statistics with regards to age, gender, ethnic background, and disability.
- 1.3 Following analysing the current situation, undertaking some research into the subject, a work programme has been formed in order to try and make a difference for the 2017 elections.

THE WORK SO FAR

2.1 The sub-group has met a few times over the last few months and have analysed the data and statistics provided for the four elements. It was decided as follows:

Ethnic background: a small inconsistency between the Council and the County profile, and therefore not a priority for action by the Group. Promoting people from different ethnic backgrounds should feed to other projects should the chance arise, but no specific plan has been developed by the Group.

Disability: It is hard to analyse as data in this field is very hard to get. Gwynedd Disability Champion has noted that work is currently undergoing in this field. No specific plan for this Group, but as above, should feed to other projects should the chance arise.

Gender: Inconsistency in the Council and County's profile - see **Appendix A**. Work programme has been drafted (see below)

Age: Inconsistency in the Council and County's profile – see **Appendix A** below. Work is ongoing through the Children and Young People's Partnership to raise awareness and understanding of the role of elected members and the role of the Council with young people. The sub-group were keen to avoid duplication, therefore it was decided that the Group would feed any ideas for promoting democracy for Young people through the Cabinet Member for the Partnership to implement if possible.

2.2 The Group has also looked at barriers preventing individuals standing for election, National Research findings from former members from across Wales about the barriers and opportunities to improve, along with the new National Programme which has just been launched.

2.3 The information was used at the Group set about forming a draft work programme for the next steps.

NEXT STEPS

3.1 A copy of the draft work programme is presented to the Democratic Services Committee in **Appendix B**. The committee is asked to consider and support the work programme.

3.2 The draft work programme contains elements which are dependent on Members and Political Parties to play a key role if they are to be implemented. If the committee is supportive of the draft work plan, the input of Members to play a part must also be secured.

3.3 In addition, the draft work programme contains suggestions where partners would play a role in assisting the promotion of diversity in democracy in various fields, eg Children and Young People's Partnership, Youth Clubs, the University etc We will need to discuss with the various partners to ensure the way forward.

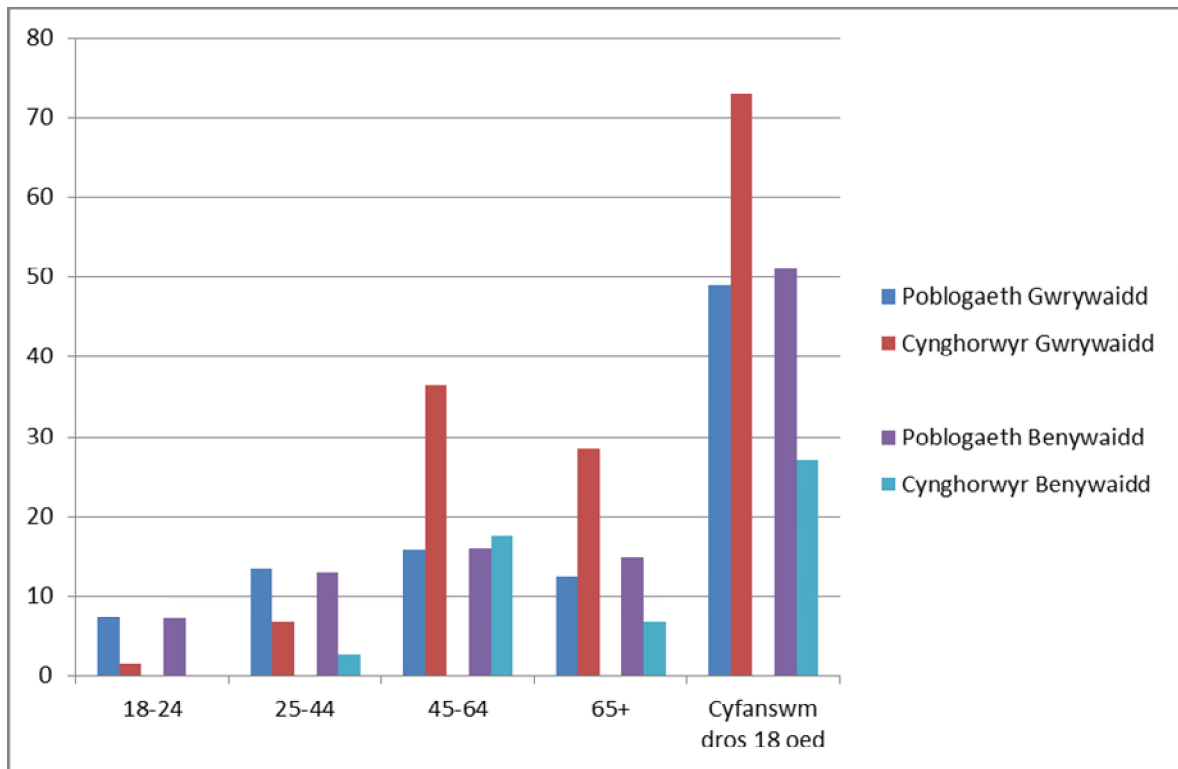
3.4 The Sub-group sees its work programme as a live one that could be amended or added to following discussions, for example, after the proposed focus group on what are the obstacles for people standing for election.

3.5 Preparing for the next Council elections, to be held in May 2017, is also crucial to consider. The sub-group will need to consider, in the future, the best way to present any review or proposals in sufficient time to prepare for the next elections.

3.6 The Committee's views on the draft programme are sought.

APPENDIX A

The graph below shows information, per age Group, about the profile of Gwynedd and the profile of Gwynedd elected Members for male and female. It is presented as background information to the Democratic Services Committee.



Data correct at February 2015

Current sub-group membership

Councillors	Role
Tom Ellis	Democratic Services Committee
Sian Gwenllian	Democratic Services Committee
Sion Jones	Democratic Services Committee
Peter Read	Disability Champion
Gwen Griffith	Diversity Champion
Mair Rowlands	Children and Young People's Champion

WORK PROGRAMME – PROMOTING DIVERSITY IN DEMOCRACY

	WHAT are you going to do?	HOW?	WHO will be undertaking the work?	By when?
THE ROLE OF POLITICAL GROUPS IN PROMOTING DIVERSITY IN DEMOCRACY				
1	Educate people including groups of people who are most politically marginalised, about the roles of various elected members	Raise awareness individual members by holding discussion on diversity at the Area Forums	Diversity Sub-group	Regularly
		Ensure that elected members who intend to stand down, encourage people from groups that are not normally represented, to apply for those seats	Political Groups	Regularly
		A programme to prepare possible applicants to stand for election with information about the Council, councillor role and the help and support that is available including mentoring after being elected.	Corporate Support Department and the Elections Unit	January 2017
THE ROLE OF MEMBERS IN PROMOTING DIVERSITY IN DEMOCRACY				
2	Mentoring	Use the Welsh Government Mentoring Programme - individual members to contact the Welsh Government to register. How will we raise awareness of this amongst others? Through the	Individual members	Continuously

WORK PROGRAMME – PROMOTING DIVERSITY IN DEMOCRACY

		Community Councils?		
3	Distribute the Welsh Government Document: Diversity in Democracy to all members.	Distribute the Welsh Government Document: Diversity in Democracy to all members.	Diversity Sub-group	2015/16
4	Engage with the people of Gwynedd via different mediums	<p>Raise our members' awareness of the Council's engagement protocols.</p> <p>Use - social media targeting specific areas and specific people / ages, local papers and Community Councils.</p> <p>Hold a focus group from the members of the Citizen's Panel to glean information on the type of matters that could be barriers for people to stand for Council elections – with a view to develop a further work programme</p>	Diversity Sub-group	Continuously
ENCOURAGING EVERYONE TO TAKE PART IN DEMOCRACY				
5	Use social media	<p>Advertise vacant seats by using modern methods and advertise the vacant seats of Governors, organisations and volunteers on a wider basis</p> <p>Look at using the Women Making a Difference website and the Women in</p>	<p>Communication and Engagement Manager</p> <p>Elections Unit</p> <p>Education Department / School Governors;</p> <p>External Bodies and</p>	Continuously

WORK PROGRAMME – PROMOTING DIVERSITY IN DEMOCRACY

		Public Life Portal	Community Councils with Corporate Support as the main point of contact.	
6	Create a video	<p>Arrange with the Communications Unit to create a short video of various councillors at work in the community and at the Council, and upload it onto various social media sites (Facebook, Snapchat, Instagram, Youtube).</p> <p>Video from students who read politics and who are on work experience at the Council.</p>	Communication and Engagement Manager	Regularly
7	<p>Promote awareness of Diversity in Democracy through celebration days e.g.</p> <ul style="list-style-type: none"> • International Women’s Day • International Day of Democracy 	<p>Celebrate International Women’s Day by considering women’s economic, political and social achievements, today and in the past.</p> <p>Hold competitions: Democracy photo contest “Engagement for Change” and “Make your Voice Heard”.</p>	<p>Political groups School Councils Bangor University Coleg Llandrillo Menai</p>	<p>8 March every year</p> <p>15 September every year</p>
ENCOURAGE CHILDREN AND YOUNG PEOPLE TO TAKE PART IN DEMOCRACY				
The Council’s Children and Young People Delivery Panel				
8	Include children and young people in the Council’s main work	<p>The following matters could be considered:</p> <ul style="list-style-type: none"> • Invite young people to express an opinion on the Council’s main documentation at the Children and 	The Council / Children and Young People Delivery Panel Agenda (c/o Cabinet Leader)	Continuously

WORK PROGRAMME – PROMOTING DIVERSITY IN DEMOCRACY

		<p>Young People Delivery Panel and at other meetings (next meeting 17 November 2015)</p> <ul style="list-style-type: none"> Invite and include young people in Scrutiny Committee discussions and Scrutiny Investigations on relevant matters Invite young people to attend meetings of the Council and the Cabinet when relevant matters are under consideration. Invite Secondary School pupils to the Chamber to give presentations on their service improvement ideas. 		
9	Establish mediums for young people to have an opportunity to take part in democracy	<p>The following matters could be considered:</p> <ul style="list-style-type: none"> Establish a Youth Council Establish a Cabinet and a Mayor Hold a Youth Assembly Representatives from the Youth Council to attend Corporate Parenting Panel meetings The Council’s Communication Team to have groups of young people for engagement / participation. 	<p>Economy and Community</p> <p>Communications Team</p>	<p>.....</p> <p>Continuously</p>
10	Youth Clubs	<p>Include democracy sessions in the clubs’ programmes. For example, raise awareness of the state’s democratic arrangements and hold</p>	<p>Youth Service Young Farmers and others</p>	<p>Regularly</p>

WORK PROGRAMME – PROMOTING DIVERSITY IN DEMOCRACY

		<p>mock sessions e.g.</p> <ul style="list-style-type: none"> - elections - hold meetings with a chair and vice-chair to give Children and Young People an experience of democracy - raise awareness of the Gwynedd and Anglesey Partnership (Gwynedd Ni) website and the job opportunities which are available / volunteering with voluntary and community organisations, charities and local trusts. 		
11	The Role of Secondary Schools	<p>The following matters could be considered:</p> <ul style="list-style-type: none"> • Assembly Members visiting secondary schools to discuss democracy • Hold mock elections • Annual feedback for the Education Department on the democracy events. 	Schools	Regularly
Children and Young People Partnership				
12	Use the Gwynedd and Anglesey Partnership to improve participation across the children and young people field.	<p>The following matters could be considered:</p> <ul style="list-style-type: none"> • Enable every School Council to contact each other so that they can hold mock elections. 	Gwynedd and Anglesey Partnership	<p>.....</p> <p>Continuously</p>

WORK PROGRAMME – PROMOTING DIVERSITY IN DEMOCRACY

<p>(The Gwynedd and Anglesey Partnership helps to lead the collaboration work in the area. The Partnership is led by public and voluntary sector leaders including the County Councils, Bangor University, Coleg Menai, North Wales Police and the Health Board. These leaders meet regularly at the Local Services Board).</p>	<ul style="list-style-type: none">• Ensure that students/ young people at Bangor University and Coleg Llandrillo Menai have the opportunity to participate e.g. Town and Community Councils and various external bodies.		
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DRAFT

Agenda Item 11

MEETING	Democratic Services Committee
DATE	24 November 2015
REPORT TITLE	Members Charter – job descriptions
PURPOSE	Report on the latest situation with regards to achieving the Members Charter.
AUTHOR	Geraint Owen Head of Democratic Services

1. RECOMMENDATION

- 1.1 It is recommended to proceed in two steps. The first step will be for officers to ensure clarity of the current situation and to tie it in with the work which is currently being undertaken to develop competencies within the Council. The second step will be to report back to this Committee in order to establish a small group of Councillors to look at the work of achieving the Charter for Gwynedd Council; commencing with the work on the job descriptions.

2. INTRODUCTION

- 2.1 The Committee will remember that the Welsh Local Government Association (WLGA) has formed the Wales Charter for Member Support and Development, which is informally known as the 'Members Charter'. The Charter was developed in its new form in 2012/13, which builds on the requirements of the Local Government Measure (Wales) 2011. Unavoidably, many elements of the work of the Democratic Services Committee tie in with the Charter's requirements.
- 2.2 It was reported to the Committee on 10 March 2015, that it would not be possible for Gwynedd Council to achieve the Charter qualification as nobody would be available to award it following a change and reduction to the WLGA grant.
- 2.3 We have now been made aware that this situation has changed, and therefore we are eager to continue to seek to achieve the Charter.

3. WORK TO BE UNDERTAKEN

- 3.1 There are several various elements which need to be developed further in order to ensure that Gwynedd Council is successful in achieving the Charter. One of the first matters which need attention is to develop job descriptions for elected Members in specific 'posts'.
- 3.2 Work is currently being undertaken to look at current job descriptions, whilst also looking at competencies for staff and Members.
- 3.3 Several job descriptions for Members in their various roles already exist. Every member received a copy in their welcome package at the beginning of the new Council, together with the 'Elected Members' Responsibility and Expectation' booklet, which includes
 - A description of the general roles and responsibilities of Elected Members, and
 - The competencies and Conducts Framework
- 3.4 In order to form the above, a Focus Group of councillors was established to come together to draft the job descriptions and the competencies. The Group then

referred the matters to the Council Board before the Full Council adopted them in 2011.

- 3.5 The above way of working was successful as the members had ownership of the job descriptions and the competencies before they were adopted by the Full Council.
- 3.6 It is therefore recommended that the first step is for officers to ensure that we are clear of which job descriptions exist, and to tie that in with the ongoing work in terms of further developing competencies. It is then recommended that we report back to this Committee in order to establish a small group of Councillors to look at the work of achieving the Charter for Gwynedd Council; commencing with the work on the job descriptions.