



Complete Agenda

Democratic Service
Swyddfa'r Cyngor
CAERNARFON
Gwynedd
LL55 1SH

Meeting

DEMOCRATIC SERVICES COMMITTEE

Date and Time

10.00 am, THURSDAY, 12TH APRIL, 2018

Location

Siambr Hywel Dda, Council Offices, Caernarfon, Gwynedd, LL55 1SH

Contact Point

Sion Owen
01286 679665

(DISTRIBUTED 04/04/18)

DEMOCRATIC SERVICES COMMITTEE

MEMBERSHIP (15)

Plaid Cymru (8)

Councillors

Annwen Daniels
Nia Wyn Jeffreys
Linda Ann Jones
Catrin Elen Wager

Annwen Hughes
Charles Wyn Jones
Olaf Cai Larsen

Independent (5)

Councillors

Dylan Bullard
Anne Lloyd Jones
Hefin Underwood

John Brynmor Hughes
Dewi Wyn Roberts

Llais Gwynedd (1)

Councillor Anwen J. Davies

Gwynedd United Independents (1)

Councillor Dewi Owen

Ex-officio Members

Chair and Vice-Chair of the Council

A G E N D A

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

5 - 8

The Chairman shall propose that the minutes of the last meeting of this committee held on 26/10/17, be signed as a true record.

5. TECHNICAL PROVISION

9 - 13

To consider the way forward with regards to technical provision for Members

6. MEMBERS' ENQUIRIES

14 - 15

Update the Committee of the developments to date with regards to responding to members' enquiries

7. MEMBER-OFFICER PROTOCOL

16 - 25

The Standards Committee is reviewing the Protocol and the purpose is to canvass feedback on the content in order to report back

8. MEMBER TRAINING

26 - 37

A report detailing the arrangements and progress on Members' training

9. THE HEAD OF DEMOCRATIC SERVICES' ANNUAL REPORT

38 - 48

Submit a draft of the report to be presented to the Full Council in May 2018 outlining the support that has been developed and is being developed on behalf of members.

10. MEMBERS' REMUNERATION

49 - 52

To seek the Committee's opinion on options for financial remuneration for elected members

11. MEMBERS' ANNUAL REPORTS

53 - 57

Information in relation to publishing Elected Members' Annual Reports for 2017/18.

DEMOCRATIC SERVICES COMMITTEE 26/10/17

Present: Dewi Wyn Roberts (Chair)

Councillors: Dylan Bullard, Anwen J. Davies, Annwen Hughes, John Brynmor Hughes, Nia Wyn Jeffreys, Anne Lloyd Jones, Charles Wyn Jones, Linda Ann Jones, Olaf Cai Larsen, Dewi Owen and Catrin Elen Wager

OFFICERS: Vera Jones (Members Manager - Democracy Service) and Geraint Owen (Head of Corporate Support) and Siôn Owen (Members' Support Officer)

APOLOGIES: Councillors Annwen Daniels and Hefin Underwood

1. APOLOGIES

2. DECLARATION OF PERSONAL INTEREST

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

3. URGENT ITEMS

4. MINUTES

The Chair signed the minutes of the previous meeting of this committee held on 11 July 2017, as a true record.

5. MATTERS RAISED BY MEMBERS

A short presentation was received from the Democratic Services Manager noting that matters had been raised by Council Members in several forums. The Committee was given an opportunity to share their comments on the matters that had arisen in their role when assisting to develop Members' services.

Meeting Venues

It was noted that comments have been received that travelling to different meetings in Caernarfon took a great deal of Members' time.

Observations arising from the discussion:-

- Encourage the use of Council meeting rooms at Penrhyndeudraeth.
- Encourage the use of technology in order to facilitate attending remote meetings, enabling Members to participate fully in the meeting.
- This Committee should also take a lead role in developing technology and the required arrangements.
- In order to ensure success, the importance of a strong broadband connection across the county was emphasised.
- That chairing a meeting with an element of remote attendance was a different experience and more difficult compared to one where all the attendees were in one room.

- That other organisations already used technology such as Skype in order to bring staff at different locations together, and consequently the organisation's culture had changed.
- It was necessary to bear in mind the requirement to web-broadcast meetings when working on remote attendance.

In response the Head of Democratic Services noted that the Council was just starting the journey in terms of using technology to facilitate conducting meetings with elements of remote attendance.

Contacting Departments, information and communication from Departments and Publishing Members' addresses on the web

It was noted that some Members were discontent as developments had occurred in their wards without the Members being informed. It was also noted that a concern had arisen regarding personal details being published on the web.

Observations arising from the discussion:-

- The importance of communication between departments and Members was highlighted, it was noted that communication needed to be developed, especially in two-member wards.
- It was noted that 'Rhaeadr' was available on the Members' Portal, and part of its purpose was to provide information to Members.
- The Contact Centre was praised for responding in a professional manner to Members' enquiries.
- That publishing personal details on the web was part of the post, and assisted the public to contact their councillor.

In response the Head of Democratic Services encouraged Members to share specific examples of their experiences of a lack of communication in order to understand the actual situation and to give further attention to the matters raised.

6. PERSONAL DEVELOPMENT INTERVIEWS

It was noted that the personal development interviews had taken place with Members in order to identify their development needs. 10 meetings had been conducted and the following matters had been highlighted:

- There was a great deal of work for new Members to become acquainted with the Council and its culture, especially the constitutional arrangements and how the Council worked.
- There was often confusion regarding the correct point of contact for matters where the Members needed to contact Council officers, and it should be ensured that the details on the Members' Portal were correct and current.
- It was necessary to continue to offer training and various opportunities for Members to develop.

Observations arising from the discussion:-

- It was necessary to be aware that Members had jobs and other commitments when organising meetings and development sessions.
- In response to an enquiry, it was noted that an element of performance appraisal was part of the personal development meetings.
- That it would be beneficial for new Members to receive assistance with Ward work, as soon as possible once they had been elected.
- That problems arose with the electronic devices distributed to Members to assist them with their work.

In response, the Democratic Services Manager noted that additional sessions to the session that took place on 10th of September would be conducted on matters concerning Committees. Personal development meetings would also continue to be offered to all Members to assist them with their personal development. The Democratic Service would look at alternative methods of conducting development sessions for Members.

The Head of Democratic Services noted that different persons learnt through different methods and this would be considered when planning future support for Members.

RESOLVED:

1 - To convene a sub-group of Members of this Committee to assist with the development of the Members' Portal and to trial alternative methods of conducting meetings and training. Councillors Annwen Hughes, Nia Jeffreys and Dewi Roberts were appointed to the sub-group.

2 - That a questionnaire be circulated to all Members to see what the problems were with the IT equipment, the results would be collated in a report to the next meeting of this Committee.

7. INDEPENDENT REMUNERATIONS PANEL FOR WALES - CONSULTATION

The joint report of the Chair of this Committee and the Democratic Services Manager was presented discussing the consultation of the Independent Remuneration Panel. The Panel's main recommendations were that the Members basic salary should increase by £200 (1.49%) in 2018/19, the removal of the two tier arrangement for Cabinet Members and Committee Chairs, and there was encouragement for those eligible to claim a reimbursement for costs associated with arranging care. The Committee's observations were invited.

Observations arising from the discussion:-

- Was there a possibility that Members would not have to vote for their own salaries?
- Would it be possible to include a specific box to claim a reimbursement for the costs of care on the relevant page within the Self-service system?

In response, the Democratic Services Manager noted that removing the two tier of higher allowances would mean that no vote would be required on the Members future salary levels. It was a decision for individual Members if they wanted to accept the salary available or part of it. The Head of Democratic Services noted that only one authority had benefited from the ability to present two tiers of higher salary. She encouraged the eligible members to claim a reimbursement for childcare costs, in order to enable them to participate fully.

RESOLVED: to accept the report's recommendations as a response to the consultation.

8. DIVERSITY DATA

Submitted - Diversity Data in accordance with the request of this Committee at its meeting on 11th July 2017. The information showed that the work of the Diversity in Democracy Sub-group had borne fruit to an extent, and that there was room for improvement.

Observations arising from the discussion:-

- In order to raise awareness amongst school pupils it was suggested that a pilot promotion event was conducted and that school pupils from Gwynedd should be invited to participate.
- It was noted that it was important to draw the community into discussions and activities.
- That there was a link between the salary available and the Members' age profile: That persons who were close to, or had retired were more likely to stand as councillors as the salary was not an essential factor for them. On the other hand, it was noted that the salary available to Members was fairly attractive to students, and that it was persons in employment or raising a family that were least likely to stand in an election.
- That the Gwynedd provision for Members appeared to be one of the best.

In response, the Head of Democratic Services reported that representatives of the Independent Remuneration Panel had recently stated that the salary of an elected Member was based on a working week of 21 hours. Reference was also made to the White Paper on Local Government being prepared by the Assembly, and specifically to the likelihood that it would include proposals to amend regulations for candidates and also the right to vote, that may possibly be a boost to increase the level of diversity in democracy.

RESOLVED

- 1. To re-convene the Diversity in Democracy Sub-group with Councillors Annwen Daniels, Olaf Cai Larsen, Anne Lloyd Jones and Catrin Wager as members.**
- 2. Organise a pilot event to promote democracy, by inviting pupils from Ysgol y Moelwyn to take part.**

The meeting commenced at 10.30 am and concluded at 12.20 pm

CHAIRMAN

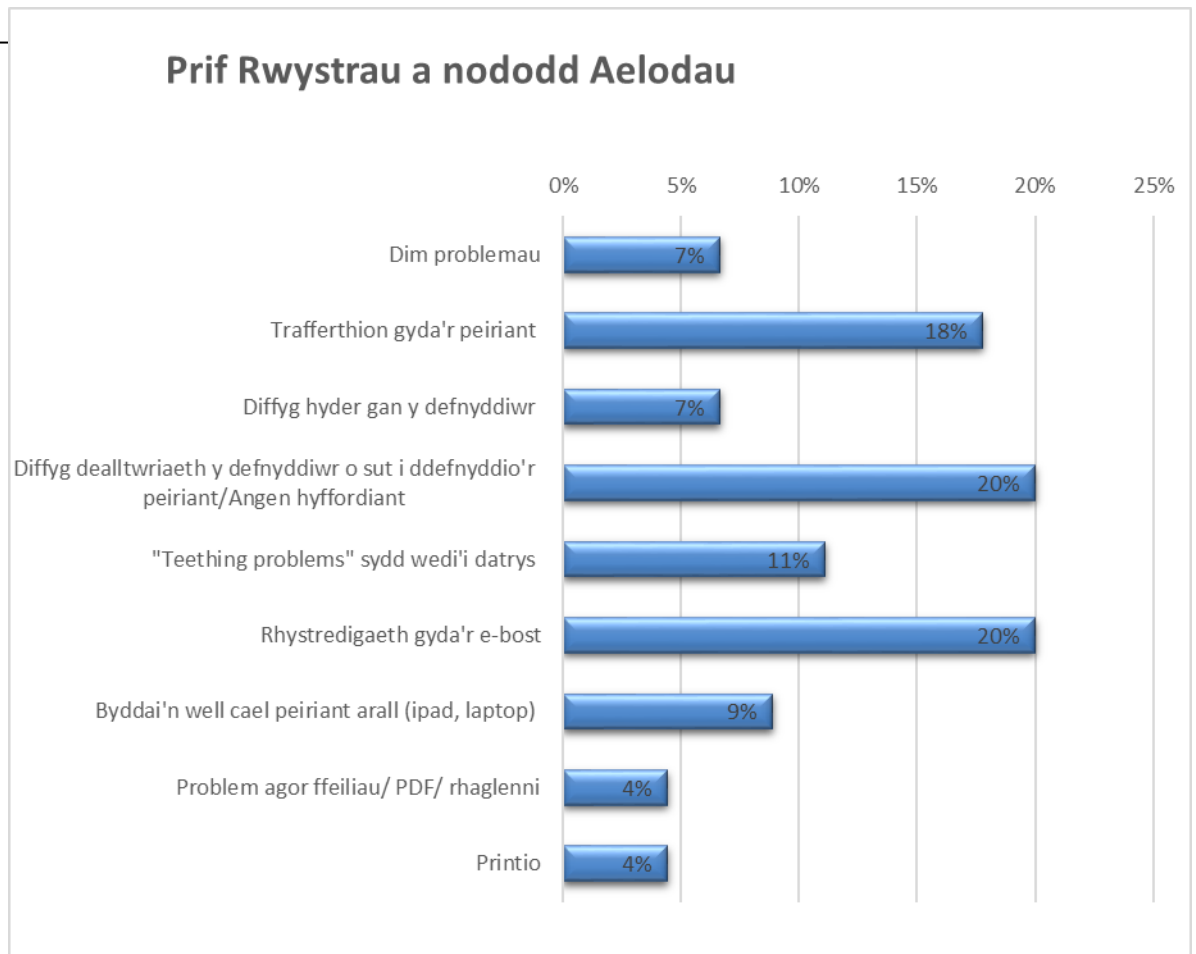
Agenda Item 5

MEETING	Democratic Services Committee
DATE	12 April 2018
SUBJECT	Technical Provision for Members
PURPOSE	To consider the way forward with regards to technical provision for Members
AUTHOR	Geraint Owen, Head of Democratic Services
RELEVANT OFFICER	Huw Ynyr and Bryn Goodman Jones, IT Department Vera Jones, Democratic Services Manager

1. In my role as the Head of Democratic Services for the Council, I endeavour to ensure that the provision you have in order to fulfil your work is fit for purpose.
2. At the beginning of the year, I contacted all Members to attempt to understand the concerns and obstacles you face (as well as gathering evidence) on two specific areas (technical provision and response from officers)
3. This report examines one of the areas - 'Technical Provision'. Some members had mentioned verbally that they had had technical difficulties with the device and others had noted that they want an opportunity to learn more about the device.
4. A good response has been received, with 27 Councillors responding in general to the enquiry, and 24 offered observations on the technical provision. As already stated, the main points raised with the technical provision referred to
 - difficulties with use of the e-mail element currently on the Surface
 - e-mail messages and files 'disappearing' after a month
 - battery power draining quickly
 - further training.

On the flipside, others noted that they had no problems with the provision and praised assistance from staff.

5. The graph on the page below elaborates somewhat on the responses that were received:



6. The graph above shows that the main concerns were "e-mails", "training to use the device" and "Problem with the Device".
- a) "E-mails". Among the difficulties noted with this element:
 - a. E-mails disappeared after 30 days
 - b. Difficulty finding old e-mails
 - c. Deficiencies with the app, it would be better to use "Outlook" instead of "mail"
 - b) "User's lack of understanding on how to use the device/training required". These were among the problems regarding this element
 - a. I would like further practice session/training
 - b. Device is too complicated
 - c. Not easy to use
 - d. I need assistance over the weekend sometimes
 - c) The third element was "Difficulties with the Device", which included the following elements:
 - a. Short battery life
 - b. Stops typing mid-sentence
 - c. "on/off" problems and face recognition
 - d. Screen is too small

7. A way forward has been identified and a response to a number of the elements above.

8. E-mails. The Members' Portal sub-group has extended its brief slightly in order to examine some of the issues identified above. The Group had an opportunity to view potential solutions for the e-mail element. There are two options that can be considered as follows:

Option 1 – Outlook/0365

- Pros
 - A cloud service that is very similar to Google (including Google Docs) and Outlook.com (including a personal O365 element)
 - The ability to use the full Outlook (2016) tools package under the management of Gwynedd IT, e.g. your Surface. The whole experience of the Outlook package as Council officers, not only the Mail APP
 - All documents saved locally on the Surface are stored in the cloud and are therefore available even if the Surface is broken/lost
 - If changing devices, everything will automatically reappear.
 - Share documents with people outside Council staff and choose the type of access, e.g. Read-only or full right to edit
 - Share the calendar with external people
 - The ability to log-in via an internet browser on any device to read your e-mails, calendar, documents created on the Surface, etc. (if creating new ones using this arrangement, these will be available on the Surface once internet connection is available - auto sync) ***An additional code will need to be created if not using a Council device, very similar to on-line banking systems.
 - The right to install an APP on your mobile device (phone/tablet) to read e-mails, calendar and if desired, documents and Excel spreadsheets - more than one is completely fine.
 - No reliance on one specific system (device agnostic). The system should function easily from any device
 - The ability to make much broader use of IT systems beyond the basic elements such as e-mails and calendar, if desired
- Cons
 - Additional licensing costs
 - Need to re-configure the device once, and it could take up to 24 hours to complete the changes

Option 2 - Add to the Domain and offer a VPN connection from it when out of office. Small annual cost to pay for a VPN licence.

- Pros
 - Less costly if only using the Surface to read e-mails, calendar, MOD.GOV and internet use
- Cons
 - Does not add to the provision

-
- There would be additional costs to adding e-mails to mobile devices or via the web
 - Less flexible

9. Group members also invited Councillor Huw Wyn Jones to join the work as he had shown considerable interest in ensuring a potential solution, and because he has a background in the field. By examining potential solutions, it was decided that it would be sensible to trial the solution to see whether using 'outlook' would address the problems. Members also considered how easy the new arrangement was to use, and noted any problems that arose during the period between March and now, in order to report back on this to the Committee.

10. Although there has only been a short period since members started to pilot the new arrangement, the initial response seems to be very positive.

11. If the technical provision is changed to one of the above options, it would result in the action steps below for the members and the IT service:

- Councillor noting a specific time to bring in the device to an IT technician (this might be in Caernarfon only). A timetable will need to be created where Councillors could book a time/day
- IT to create a back-up of any documents that are on the device
- Migrate their e-mail inbox to the new system (365 Gwynedd tenant)
- Reinstall Windows software on the device
- Restore the copied data
- Councillor logs in
- A small demo
 - Guidelines to follow if adding to a mobile device - TG can provide assistance with this
 - Guidelines on how to log-in from any other device via a browser

To ensure sufficient time to complete the work, the IT service would need the device for 24 hours.

The Committee is asked to consider the above observations and the observations of the Members who have piloted the 365 for a short period before deciding on the way forward by either continuing with the pilot for a while longer or by going ahead with the work.

12. Training. Several steps have been offered to assist members with training to use the new devices.

- Council IT officers were available before Council meetings commenced in May and June to answer members' questions as they arose (trouble-shooting)
- Two training sessions were held for members on how to use the devices following requests from a number of members. A session was held in June in Caernarfon and in July in Penrhyndeudraeth, with 18 members choosing to benefit from those sessions. Good feedback was received from them.

-
- A large number of elected members also benefited from 1-1 sessions with Council officers. It was the members themselves who contacted officers in order to arrange those sessions.
 - IT "surgeries" were held prior to Area Forum meetings before Christmas, which was an opportunity for any member to receive support with the Surface and/or Members' Portal.
 - Many Members have also received assistance on technical matters from the IT help desk, noting that they had received valuable support when problems arose.

13. However, it seems that some Members still want further training. It is therefore recommended that another session, similar to the sessions held in June/July 2017 are arranged. In order to make the best use of Councillors' time and Council resources, it is recommended that the additional session is arranged following a decision on adapting the provision to one of the two above options with the e-mail. If the e-mail element is to be adapted, then it is believed that arranging a session after changing the provision is more sensible, and to encourage members to attend if they wish.

14. Problems with the Device. I would like to remind members that provision selection has been undertaken based on the work of the sub-group of members who trialled different devices before the May 2017 election. A number of different factors were considered before reaching a conclusion, and amongst them was screen size (current screen is larger than the old iPads' screens), the need to be able to do more than reading documents only, i.e. to be able to create documents easier than on the iPad. Therefore, the new provision is more complex than the old iPads, but it enables members to make much more use of them.

15. The new provision enables members to undertake the basic work that they require, e.g. to receive and reply to e-mails, calendar, Modern.gov and access to the Portal. It also enables those Members who want the provision to create their own documents, to file their work as a councillor and many other things.

16. As a result of observations received from members, it should be noted that a brief sheet has been created on the members' portal noting simple steps on how to save the Surface's battery life.

<https://dgit.com/surface-pro-4-battery-life-improve-51190/>

Agenda Item 6

MEETING	Democratic Services Committee
DATE	12 April 2018
SUBJECT	Responding to enquiries
PURPOSE	Update the Committee of the developments to date with regards to responding to members' enquiries
AUTHOR	Geraint Owen, Head of Democratic Services
RELEVANT OFFICER	Vera Jones, Democratic Services Manager

1. In my role as the Head of Democratic Services for the Council, I endeavour to ensure that the provision you have to fulfil your work is fit for purpose.
2. At the beginning of the year, I contacted all Members to attempt to understand the concerns and obstacles you have, and to ask for any evidence on two specific areas (technical provision and response from officers)
3. This report examines one of the areas - 'officers' response to enquiries from Members'. Some members had mentioned verbally that sometimes there was a lack of response, and I promised at the Full Council meeting on 14/12/2017 to contact all members to request evidence of a lack of response.
4. As noted in the previous report, a good response was received in general, with 27 Councillors responding in total. However, only 13 members responded to the responding to enquiries element - two noted that they had experienced no problems, some noted only one example, and others gave a number of specific examples.
5. As could be expected, responses varied from reporting general satisfaction with timely responses, to problems with identifying the appropriate officer to contact and others identifying specific Departments and individuals where they had not received responses.
6. In the cases of identifying specific Departments and officers, discussions have been held with relevant officers in order for them to respond to the situation. In addition, when considering observations regarding which officers to contact, work has been undertaken by the members' porth sub-group to improve information on the members' porth to make it more convenient to be able to identify key officers.
7. At the same time, the Standards Committee is reviewing the Council's protocol on Member/Officer relations. See the separate report on the protocol.
8. Hand in hand with the review of the protocol, a brief guideline for officers on how to respond to enquiries from members has also been developed. See Appendix a. **The Committee's observations on the above are invited**

APPENDIX A

RESPONSES TO ENQUIRIES BY ELECTED MEMBERS

Simple principles:

- *Dealt with respectfully*
- *Respond as promptly as possible*
- *Full response within 5 working days of receiving the enquiry, or*
- *Respond within 5 working days acknowledging that the enquiry has been received and explain what is happening with the enquiry*
- *Members to receive a timely update of what is happening (don't leave them in the dark)*

Enquiry on the phone/face to face chat

Enquiry via email/or any other means

Timetable: Respond as soon as possible, or at least 5 working days of receiving the enquiry:

Acknowledge the enquiry (and keep a written record if received verbally) and **RESPOND FULLY**

Acknowledge the enquiry (and keep a written record if received verbally) and explain what is happening and when they should expect a response

An update of the progress to the Member if it's taking longer than expected

RESPOND FULLY

Review within the Service – can something be done so that there is not a similar enquiry in the future.

COMMITTEE	DEMOCRATIC SERVICES COMMITTEE
DATE	12 EBRILL 2018
SUBJECT	Protocol on Member Officer Relations
AUTHOR	Iwan Evans – Monitoring Officer
PURPOSE OF THE REPORT	The Standards Committee is reviewing the Protocol and the purpose is to canvass feedback on the content in order to report back

Background

1. The Council has by now adopted the Protocol for some years. It was last reviewed in 2014 as part of the development of the new constitution.
2. The aim of the Protocol is to provide guidance on the relationship between Members and Officers. Elements of the Protocol interact with the Codes of Conduct for Members and Officers but it also provides a wider explanation about the role and expectations in relation to conduct.
3. It encompasses the type of matters you would expect in such a Protocol such as the role of Members and Officers, respect and courtesy, confidentiality and political neutrality. It also addresses matters such as expectations relating to the provision of information, professional independence of Officers and how to deal with specific situations.
4. The Protocol is supported by the Council’s staff management arrangements and Local Resolution Procedure as well as, from the members’ perspective, the Code of Conduct.
5. As part of the process of reviewing Proprietary Protocols the Standards Committee expressed a wish to review this specific Protocol identifying minor changes in relation to meaning and interpretation which required consideration. The matters outlined as possible amendments also stem from consultation with Heads of Service and Senior Managers in the Council. In the main it is only minor changes for clarity which have resulted. All recommendations will be presented to the Standards Committee with the intention that a revised Protocol will be presented to the Full Council for adoption.

Recommendation

That the Democratic Services Committee gives a view and recommendations to the Standards Committee on the contents of the Member Officer Relations Protocol

Appendix 1

Protocol on Member Officer Relations

SECTION 21

21. PROTOCOL ON MEMBER / OFFICER RELATIONS

21.1 Introduction

The purpose of this Protocol is to guide Members and Employees of the Council in their relations with one another.

21.2 Mutual respect between Members and Employees is essential to good local government. However, close personal familiarity between individual Members and Employees can damage this relationship and prove embarrassing to other Members and Employees.

21.3 The relationship has to function without compromising the ultimate responsibilities of Employees to the Council as a whole, and with due regard to such technical, financial, professional and legal advice that Employees can legitimately provide to Members. The Protocol seeks to set a framework that assists the working relationships between Members and Employees.

21.4 Members and Employees are subject to their respective Codes of Conduct which are available in this Constitution. This Protocol provides guidance on work relations between Members and Employees. It is essential that both are familiar with the detailed obligations in their individual Codes of Conduct which will be the overriding factor should there be any conflict between the Codes and this Protocol.

21.5 Roles of Members

Members undertake many different roles. Broadly these are:

21.5.1 Members express political values and support the policies of the party or group to which they belong (if any).

21.5.2 Members represent their electoral division and are advocates for the citizens who live in the area.

21.5.3 Members are involved in active partnerships with other organisations as community leaders.

21.5.4 Members contribute to the decisions taken in Full Council and in its various bodies on which they serve, as well as joint committees, outside bodies and partnership organisations.

21.5.5 Members work with Officers to help develop and review policy and strategy.

21.5.6 Members monitor and review policy implementation and service quality.

21.5.7 Members are involved in quasi-judicial work through their Membership of Environment committees.

21.6 Conduct of Members

Member conduct is controlled by the Code of Conduct for Members which states:

"You must -

- (a) undertake your duties and responsibilities by giving due attention to the principle that everyone shall have an equal opportunity regardless of their gender, race, disability, sexual orientation, age or religion;*
- (b) show respect to others and be mindful of them;*
- (c) not behave in a bullying or harassing manner towards any person; and*
- (d) not do anything which compromises or which is likely to compromise the impartiality of those who work for the council or on its behalf."*

21.7 Roles of Employees

Briefly, Employees have the following main roles:

21.7.1 Managing and providing the services for which the Council has given them responsibility and being accountable for the efficiency and effectiveness of those services.

21.7.2 Providing advice to the Council and its various bodies and to individual Members in respect of the services provided.

21.7.3 Initiating policy proposals.

21.7.4 Implementing agreed policy.

21.7.5 Ensuring that the Council always acts in a lawful manner.

21.8 Conduct of Employees

Employee conduct is controlled by the Code of Conduct for Employees which states:

"Contact with members, the public and other employees.

- 4. Joint respect between qualified employees and members is essential for good local government, and work relationships should remain on a professional level.*
- 5. The competent employees of the relevant authorities should deal with the public, members and other employees in a sympathetic, efficient and impartial manner."*

21.9 Respect and Courtesy

21.9.1 For the effective conduct of Council business there must be mutual respect, trust and courtesy in all meetings and contacts, both formal and informal, between Members and Employees. This plays a very important part in the Council's reputation and how it is seen in public. It is very important that both Members and Employees remember their respective obligations to enhance the Council's reputation and to do what they can to avoid criticism of other Members, or other Employees, in public places.

21.9.2 Undue Pressure

- (a) It is important in any dealings between Members and Employees that neither should seek to take unfair advantage of their position.
- (b) In their dealings with Employees (especially junior Employees) Members need to be aware that it is easy for them to be overawed and feel at a disadvantage. Such feelings can be intensified where Members hold senior official and/or political office.
- (c) A member should not place officers under inappropriate pressure to act in accordance with the member's wishes and an officer shall retain the right to offer a professional opinion that is contrary to the views of the member.
- (d) A Member should not apply undue pressure on an Employee either to do anything that he is not empowered to do or to undertake work outside normal duties or outside normal hours. Particular care needs to be taken in connection with the use of Council property and services.
- (e) Similarly, an Employee must neither seek to use undue influence on an individual Member to make a decision in his favour, nor raise personal matters to do with their job, nor make claims or allegations about other Employees. *(The Council has formal procedures for consultation, grievance and discipline, and Employees have the right to report possible wrongdoing under the Council's Confidential Reporting Code.)*

21.9.3 Bullying or harassment

It is unacceptable for a member to bully or harass an officer. Any act against an officer is deemed to be bullying or harassment if it was intended to have an inappropriate or unfair influence on his/her views or actions. There is no room for disparaging personal remarks during discussions between members and officers and it is not considered appropriate for either party to voice a complaint against the other publically in a committee or in the press, without first referring to the Council's internal procedure in an attempt to resolve that complaint.

21.9.4 Familiarity

A good working relationship between Officers and Members can be a means of creating an effective working relationship. However, they should exercise care in developing close personal friendships. The mutual respect and expectation and appearance that Officers provide objective and un-biased advice to members should not be undermined.

- (a) ~~Close personal familiarity between individual Members and Employees can damage the principle of mutual respect. It could also, intentionally or accidentally, lead to the passing of confidential information or information which should not properly be passed between them, such as personal details.~~

~~(b) — Such familiarity could also cause embarrassment to other Members and/or other Employees and even give rise to suspicions of favouritism.~~

~~(c) — For these reasons close personal familiarity must be avoided.~~

21.10 Provision of Advice and Information and Dealing With Correspondence to Members

- 21.10.1 Employers are employed by the Council as a whole. They service the Council and are accountable to the Chief Executive and their relevant Director/Heads of Service and not to individual members of the Council whatever their role.
- 21.10.2 Members are free to approach Employees of the Council to provide them with such information and advice as they may reasonably need in order to assist them in discharging their role as a Member of the Council. This can range from a request for general information about some aspect of the Council's activities to a request for specific information on behalf of a constituent.
- 21.10.3 Employees should always endeavour to respond to requests for information **and correspondence** promptly and should in any event inform the Member if there is likely to be any appreciable delay in dealing with an enquiry. As a minimum the timescale for responding to correspondence should be observed ie either a full response or, if this is not possible, an acknowledgement that fully explains what is happening within [five] working days of the receipt of the enquiry.
- 21.10.4 The legal rights of Members to inspect Council documents are covered partly by statute and partly by common law.
- 21.10.5 The Access to Information Procedure Rules of this Constitution explain the position with regard to access to papers relating to the business of a Council body.
- 21.10.6 The exercise of the common law right depends upon a Member's ability to demonstrate a "need to know". In this respect a Member has no right to "a roving commission" to examine any documents of the Council. Mere curiosity is not sufficient.
- 21.10.7 The information sought by a Member should only be provided by the respective Service as long as it is within the limits of the Service's resources. For their part, Members should seek to act reasonably in the number and content of the requests they make.
- 21.10.8 It is important for Services and their staff to keep Members informed both about the major issues concerning the Council and, more specifically, about issues and events affecting the area that he represents. Local Members should be informed about proposals that affect their electoral division and should also be invited to attend Council initiated events within their electoral division.

- 21.10.9 If a Member asks for specific information relating to the work of a particular Service, and it appears possible or likely that at a subsequent meeting an issue could be raised or question asked on the basis of the information provided, then the appropriate Cabinet Member or Committee Chair concerned should be advised about the information provided.
- 21.10.10 Officers have to advise Members from time to time that a certain course of action cannot be carried out. Members sometimes assume that this is a case of Officers deliberately obstructing the wishes of politicians. In fact this is hardly ever the case. Officers are employed to give unbiased professional advice even if it is not what Members want to hear. They do this as much for the protection of Members as for any other reason. However, the mark of an effective Officer is that if they do have to give negative advice, this will be accompanied by suggestions as to how Members might achieve some or all of their objectives in other ways. Such Officers are invaluable to any Council.
- 21.10.11 Members may be entitled under the Freedom of Information Act 2000 to receive information which falls outside their common law rights based on the “need to know”. Employees are encouraged to supply documents to Members without the need for a formal FOI request if it is apparent from the Member’s enquiry that any individual would be entitled to receive such documentation. The Council’s Information Manager will be able to advise in consultation if necessary with the Monitoring Officer on whether any request would fall within the Freedom of Information Act.
- 21.10.12 It is important to have a close working relationship between the Council Leader, Cabinet Member and the director, heads of service and the senior officers of any department that deals with the relevant portfolio. Nevertheless, these relationships should never be allowed to develop to be too close, or to appear that way, so that it throws doubt on the officer’s ability to deal impartially with other members and other political groups.
- 21.10.13 It must be borne in mind that officers are accountable to their head of service and although officers should always seek to assist the chair, portfolio leader (or indeed any member), in doing so they must not venture beyond the limits of whichever authority they have been granted by their chief officer.

21.11 Confidentiality

- 21.11.1 In accordance with the Code of Conduct for Members, a Member must not disclose information given to him/her in confidence by anyone, or information acquired which he/she believes, or ought reasonably to be aware, is of a confidential nature, except where:

Page 20

- (a) he/she has the consent of a person authorised to give it;

- (b) he/she is required by law to do so;
 - (c) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
 - (d) the disclosure is:
 - (i) reasonable and in the public interest; and
 - (ii) made in good faith and in compliance with the reasonable requirements of the authority.
- 21.11.2 Confidential Committee papers (pink papers) are to be treated as confidential information unless the relevant Committee resolves not to exclude press and public. Members are reminded that the author of the report makes the initial decision as to whether or not the papers are to be treated as confidential. The decision as to whether they remain confidential is for the Committee. Other information may be confidential because to disclose it would be against the Council's or the public interest. Information may also be confidential because of the circumstances in which it was obtained.
- 21.11.3 Information and correspondence about an individual's private or business affairs will normally be confidential.
- 21.11.4 Officers should make it clear to Members if they are giving them confidential information. If a Member is not sure whether information is confidential, he or she should ask the relevant Officer, but treat the information as confidential in the meantime.
- 21.11.5 Any Council information provided to a Member must only be used by the Member in connection with the proper performance of the Member's duties as a Member of the Council.
- 21.11.6 If a Member receives confidential information and considers it should be disclosed to another person because it is reasonable and in the public interest to do so then he or she must first consult with the Monitoring Officer and shall not disclose the information without having regard to any advice given by that Officer.

21.12 Provision of Support Services to Members

- 21.12.1 The only basis on which the Council can lawfully provide support services (eg stationery, word processing, printing, photocopying, transport, etc) to Members is to assist them in discharging their role as Members of the Council. Such support services must therefore only be used on Council business. They should never be used in connection with party political or campaigning activity or for private purposes.
- 21.12.2 Correspondence
- Official letters on behalf of the Council should be sent in the name of the appropriate Employee, rather than over the name of a Member. There are circumstances where a letter sent in

the name of a Member is perfectly appropriate, for example, in response to a letter of enquiry or complaint sent direct to that Member. Letters which, for example, create obligations or give instructions on behalf of the Council should never be sent out in the name of a Member.

21.12.3 Usually, an officer should not send a copy of correspondence between an individual member and that officer to any other member. When there is a specific case where a copy of correspondence needs to be sent to another member, this should be explained clearly to the original member. In other words, a system of “blind carbon copies” should not be used.

21.12.4 Media

Communication with the media can be an important part of a Member’s workload. In general, Members provide comment and views while Employees provide factual information. If a Member is unsure about the circumstances of a particular issue he should contact the appropriate Director or Head of Service concerned or ask the Press Office to do so.

21.13 The Council’s Role as Employer

In their dealings with Officers, Members should recognise and have regard to the Council’s role as employer. Members should be aware that Officers could rely on inappropriate behaviour of a Member in an employment case against the Council.

21.14 Political Activity

21.14.1 There are a number of constraints that apply to an employee who occupies a post that is designated as “politically restricted” under the terms of the Local Government and Housing Act 1989.

21.14.2 In summary, such employees are prevented from:

- (a) being a Member of Parliament, European Parliament or local authority;
- (b) acting as an election agent or sub-agent for a candidate for election as a Member of any the bodies referred to in;
- (c) being an Officer of a political party or any branch of a political party or a Member of any committee or sub-committee of such a party or branch, if his duties would be likely to require him to:
 - (i) participate in the general management of the party or branch; or
 - (ii) act on behalf of the party or branch in dealings with persons other than Members of the party;
- (d) canvassing on behalf of a political party or a candidate for election to any the bodies referred to in;
- (e) speaking to the public with the apparent intent of affecting public support for a political party; and
- (f) publishing any written or artistic work of which he is the author (or one of the authors) or acting in an editorial

capacity in relation to such works, or to cause, authorise or permit any other person to publish such work or collection - if the work appears to be intended to affect public support for a political party.

21.14.3 Officers will provide advice to committees, member forums etc., rather than to political groups. Nevertheless, from time to time it may be unavoidably necessary to advise a political group. In such circumstances, it is appropriate for political groups to call on Employees to assist and contribute to their considerations provided that they maintain a stance that is politically impartial. Employees are employed by the Council as a whole. They serve the Council and are responsible to the Chief Executive and their respective Directors/Heads of Service, and not to individual Members of the Council whatever office they might hold.

21.14.4 Both Members and Employees are subject to their own Codes of Conduct which can be found in the Constitution. This Protocol provides guidance on working relationships between Members and Employees. It is essential that both are familiar with the detailed obligations in their respective Codes of Conduct which will prevail in the event of any conflict between the Codes and this Protocol. You should always register with the Monitoring Officer each occasion when an officer (except for the political assistant) attends a meeting of a political group.

21.15 Breach of the Protocol

- (a) If a Member is of the opinion that he/she has not been treated with appropriate respect or courtesy he/she may raise the matter with the line manager of the employee. If direct discussion with the manager does not resolve the complaint, it should be redirected to the Head of Service or the Director who has responsibility for the employee in question. A breach of the Protocol could lead to disciplinary action against the employee if the circumstances justify that.
- (b) If an employee is of the opinion that a Member has breached the Protocol he/she should consult with the Head of Service or the Director if required. In some cases a case of breaching the Protocol would also involve a breach of the Code of Conduct for Members. If the matter is serious enough there may be justification for redirecting the matter to the Monitoring Officer as a complaint to be considered under the local resolution procedure which could ultimately lead to a hearing before the Standards Committee. It will be possible to resolve many complaints informally. The Monitoring Officer or the Chief Executive will assist with this process if required.

21.16 Conclusion

It is hoped that, by following good practice and securing sensible and practical working relationships between Members and Employees, we can provide one of the cornerstones of a successful local authority and thereby enhance the delivery of high value quality services to the people of the area. Mutual understanding, openness and respect are

the greatest safeguard of the integrity of the Council, its Members and Employees.

REPORT: DEMOCRATIC SERVICES COMMITTEE

MEMBER TRAINING - 12 APRIL 2018

AUTHORS : Carey Cartwright, Learning and Development Manager and Cara Williams, Member Development Officer

Overview of the current situation

Following the May 2017 election, induction sessions were held over two days for every Member, followed by a comprehensive training programme (see Appendix 1).

A range of learning and development opportunities are offered, including elements such as workshops, coaching and e-learning, in addition to 'traditional' training.

Since May 2017, Members have taken advantage of 35 different types of learning and development opportunities, with 87 events having been held. In addition to sessions for all Council members, other events have included training for smaller groups and one-to-one sessions, e.g. coaching. This addresses a request to offer more flexibility with dates and locations, in order to give Members options to attend. Fewer people in training sessions also gives everyone the opportunity to contribute and learn more effectively.

Running alongside this is a Leadership development programme, which includes opportunities for leaders and prospective leaders to take advantage of Regional and National programmes (through the WLGA). In addition, bespoke workshops with a specific focus are offered, e.g. a '5 Behaviours of a Highly Effective Team' workshop was recently commissioned for the Cabinet.

Successes:

Development Sessions: We have received very positive feedback following sessions such as 'Public Speaking', 'Speed Reading', 'Social Media' and 'Effective Presentations'.

One-to-one coaching: Nine Members have taken advantage of these sessions, and the feedback suggests that it is extremely useful. One Cabinet Member has asked us to include a quote about his experience of coaching sessions:

"I can't convey how transformational the coaching sessions have been for me as a new Member of the Cabinet. They have been crucial for me to understand how I can work effectively in my new role as a Cabinet Member, which is a complex role within a complex system. I would advise everyone to take advantage of the opportunity to have one-to-one coaching, and we as Councillors are very fortunate that the opportunity's there for us to take advantage of. The Learning and Development Service is here to support us as Members to be able to fulfil our roles effectively so that we can provide the best possible service for the people of Gwynedd – so take advantage of the opportunities that are available."

Mentoring: 12 Members have been trained to act as Mentors. We have informed other Members of this, and invited them to request a Mentor if they wish.

Challenges:

It remains a challenge to convey the importance and relevance of training to every Member, and to arrange sessions that are convenient for everyone. To this end, the response and consequent attendance for some titles has been disappointing:

- **'Deprivation of Liberty (DoLS)' Sessions** arranged as a series of sessions at Members' request. Two sessions had to be cancelled due to low numbers.
- **'Information about People' (Data Protection) Sessions** arranged for those who had not completed the training or who needed a 'refresher'. Both sessions had to be cancelled due to low numbers.

2018/19 Training Programme

The training programme for 2018/19 continues to grow and evolve (see Appendix 2 for the latest version). The titles included in the programme are based on:

- Suggestions from Members (deriving from impact measurements and personal development interviews). The following suggestions were received from Members for additional titles, such as: *'Recycling'* (in order for Members to be able to encourage people in their wards to recycle more), more *'Computer Training'*, *'Code of Conduct'* (and a protocol for officers when dealing with Councillors), *'The Role of a Cabinet Member or Member of Parliament'* (and how a Member can reach Cabinet level), and *'Chairing'* (further training).
- Suggestions from Officers and Departments on their specialist fields

We would be grateful if the Committee could endorse the existing programme, and propose any additional titles that you would like the Learning and Development Service to include in the programme for the second electoral year.

Personal Development Interviews

Confidential one-to-one *Personal Development Interviews* are offered. These are conducted by Officers from the *Democratic Services*, to give Members an opportunity to reflect on their role, consider any fields they wish to develop, and possibly draw up a *Personal Development Programme*. This may include a range of fields in addition to developmental experiences. *A Learning and*

Development Officer would then work with individuals (or groups) to facilitate and arrange relevant development opportunities.

Learning through Technology

As noted above, a range of alternative learning methods are offered in addition to 'traditional' training. This includes developing sessions through technological methods, which can be accessed from anywhere with internet connection at times convenient for the individuals. We are developing several Webinars, and a series of e-learning modules. A message was recently circulated to encourage Members to complete the '*Domestic Violence*' e-learning module, as part of a national campaign (11 Members have done this so far). We would appreciate the Committee's support to encourage Members to visit *Porth Aelodau* and access some of the e-learning modules (including '*Domestic Violence*'), and to nominate volunteers to trial new Webinars as they are developed.

Measure the Effect of the Learning

To assess the effect of the learning, Members were asked to respond to the following question: "*Does the learning and development provision help you as a Member to fulfil your role effectively in order for you to be able to provide a better service for the people of Gwynedd?*" (Score /10). "*What would make it 10/10?*"

Since May 2017, the average score is 9.5/10 (following an excellent score of 9.8/10 for 2016-17).

A range of positive comments and useful suggestions were received.

It should be noted that some Members feel that not all other Members place enough emphasis on Learning and Developing themselves, and that more should endeavour to attend the sessions. The Committee may wish to consider any steps that could be taken to address this.

Recording Learning and Reports

The *Learning and Development* Team has been collaborating with IT for some time to create a *Module for Developing Staff* (MoDS) as part of the wider self-service system. This is a resource where Members (in time) can see their own development programme and personal training record (which is the learning that they have attended).

It will also be an excellent administrative resource, with options to create a wider range of data reports.

We would like to invite the Committee to consider and suggest the training data and the type of data reports they would like to receive from the *Learning and Development Service*, so that we can plan for this.

Reports from Members

Members can learn a lot when attending courses or seminars on behalf of the Council, and if this happens, it is vital that Members share their learning experience with others. Councillor Catrin Wager attended a “Women in Democracy” seminar as a member of this Committee. The Councillor will give a verbal report on her findings.



Dyddiad ac amser / Date and time		Digwyddiad / Event	Lleoliad / Location	Arweinwyr / Leaders
Mai 26 May	(10:00 – 12:00)	Cyflwyniad I Gynllunio – Sesiwn I Holl Aelodau	Siambr DAFYDD ORWIG Chamber	Gareth Jones / Rhun ApIared
	(1:30 – 3:30)	Hyfforddiant I Aelodau'r Pwyllgor Cynllunio / Training for Members of the Planning Committee	Siambr HYWEL DDA Chamber	Gareth Jones / Rhun ApIared
Mehefin 13 June	(diwrnod cyfan/all day)	Anwytho Awdurdod Tân / Fire & Rescue Service Induction	I'w gadarnhau / To be confirmed	I'w gadarnhau / To be confirmed
Mehefin 7 June	(10:00 – 12:30)	Cod Ymddygiad / Code of Conduct	Siambr DAFYDD ORWIG Chamber Siambr Dafydd Orwig	Iwan Evans/Sion Huws
	(10:00 – 12:30)	Gweithdy Anffurfiol Technoleg Gwybodaeth / Informal IT Workshop (niferoedd cyfyngedig o 12 / limited numbers of 12)	Ystafell Ddysgu Enlli Learning Room, Y Ganolfan Ddysgu/The Learning Centre, Caernarfon	Ken Richardson
	(2:00 – 4:00)	Cyllideb y Cyngor / The Council's Budget (niferoedd yn gyfyngedig I 12 / limited numbers of 12)	Ystafell Dwyrdd Room, Galw Gwynedd, Penrhyndeudraeth	Dafydd LI Edwards & Dewi Morgan
Mehefin 14 June	(10:00 – 12:30)	Swyddogaethau'r Pwyllgor Archwilio / The Audit Committee's Functions (Ar gyfer Aelodau'r Pwyllgor Archwilio / For Members of the Audit Committee)	Ystafell Ddysgu ENLLI Learning Room, Y Ganolfan Ddysgu, The Learning Centre, Caernarfon	Luned Fôn Jones & Dewi Morgan
	(1:30 – 3:30)	Deddf Llesiant Cenedlaethau'r Dyfodol (Cymru) 2015 / Wellbeing of Future Generations (Wales) Act 2015	Ystafell Ddysgu ENLLI Learning Room, Y Ganolfan Ddysgu, The Learning Centre, Caernarfon	Janet Roberts
Mehefin 26 June	(10:00 – 12:00)	Deddf Llesiant Cenedlaethau'r Dyfodol / Wellbeing of Future Generations (Wales) Act 2015	Ystafell DWYRYD Room, Penrhyndeudraeth	Janet Roberts

Dyddiad ac amser / Date and time		Digwyddiad / Event	Lleoliad / Location	Arweinwyr / Leaders
Gorffennaf 5 July	(10:00 – 12:00)	Ffordd Gwynedd	Siambr Dafydd Orwig Chamber	Dilwyn O Williams
	(2:00 – 4:00)	Cod Ymddygiad / Code of Conduct (ail sesiwn i'r rhai a fethodd 7/6/16 / 2 nd session for those who missed 7/6/16)	Siambr Dafydd Orwig Chamber	Iwan Evans/Sion Huws
	(2:30 – 4:30)	Cyllideb y Cyngor / The Council's Budget (niferoedd yn gyfyngedig i 12 / limited numbers of 12)	Ystafell Ddysgu Enlli Learning Room, Y Ganolfan Ddysgu/The Learning Centre, Caernarfon	Dafydd Edwards/Dewi Morgan
Gorffennaf 14 July	(10:00 – 11:30)	Gwybodaeth am Bobl : Eich Cyfrifoldeb Chi / Information about People : Your Responsibility	Ystafell Deudraeth Room, Penrhyndeudraeth	Helen Mary Parry (Rheolwr Gwybodaeth / Information Manager)
Gorffennaf 19 July	(10:00 – 11:30)	Gwybodaeth am Bobl : Eich Cyfrifoldeb Chi / Information about People : Your Responsibility	Ystafell Ddysgu ENLLI Learning Room, Y Ganolfan Ddysgu/The Learning Centre	Helen Mary Parry (Rheolwr Gwybodaeth / Information Manager)
	(1:30 – 4:00)	Arwain a Chyfrannu at Bwyllgorau Effeithiol / Leading and Contributing to Effective Committees	Siambr HYWEL DDA Chamber	Arwel Ellis Jones a Iwan Evans
	(1:30 – 3:30)	Gweithdy Anffurfiol Technoleg Gwybodaeth / Informal IT Workshop (i'r rhai a fethodd 7/6/16 / to those who were unable to attend on 7/6/16) (Niferoedd cyfyngedig o 12 / limited numbers of 12)	Ystafell DWYRYD Room, Penrhyndeudraeth	Ken Richardson
Gorffennaf 21 July	(10:00 – 12:30)	Gwneud i Gyfryngau Cymdeithasol weithio i Gynghorwyr / Making Social Media work for Councillors)	Ystafell Ddysgu MAWDDACH Learning Room, Y Ganolfan Ddysgu/The Learning Centre, Caernarfon	Sion Gwynfryn Williams, Sion Huws

Dyddiad ac amser / Date and time		Digwyddiad / Event	Lleoliad / Location	Arweinwyr / Leaders
Medi 5 September	(10:00 – 1:00)	Sgiliau Cwestiynu Craffu / Scrutiny Questioning SKILLS	Ystafell Dwyrdd, Penrhyndeudraeth	Awrel E Jones a Gareth James
Medi 7 September	(10:00 – 12:30)	Côd Ymddygiad – Sesiwn Dilyniant / Code of Conduct – Follow-up session	Ystafell Ddysgu ENLLI Learning Room, Y Ganolfan Ddysgu/The Learning Centre, Caernarfon	Rhun ApGareth/Sion Huws
Medi 15 September	(10:00 – 12:30)	Gwneud i Gyfryngau Cymdeithasol weithio I Gynghorwyr / Making Social Media work for Councillors)	Ystafell Deudraeth Room, Penrhyndeudraeth	Sion Gwynfryn Williams, Sion Huws
Medi 19 September	(2:00 – 4:30)	Sgiliau Cwestiynu Craffu / Scrutiny Questioning Skills	Ystafell Dwyrdd, Penrhyndeudraeth	Arwel E Jones a Gareth James
Medi 20 September	(11:00 – 12:30)	Gwybodaeth am Bobl : Eich Cyfrifoldeb Chi / Information about People : Your Responsibility	Ystafell PERIS Room, Caernarfon	Helen Mary Parry (Rheolwr Gwybodaeth / Information Manager)
	(1:30 – 3:30)	Egwyddorion Addysg / Education Principles	Adeilad YR INSTITIWT Building, Caernarfon	Swyddogion Adran Addysg / Education Department Officers
Medi 27 September	(10:00 – 12:00)	Cynllun Datblygu Ysgol / School Development Plan	Siambwr DAFYDD ORWIG Chamber, Caernarfon	Swyddogion Addysg
Medi 29 September	(9:30 – 12:30) (1:30 – 4:30)	Darllen yn Gyflym / Speed Reading Hyfforddiant trwy gyfrwng y Saesneg / English medium training	Ystafell Ddysgu ENLLI Learning Room, Y Ganolfan Ddysgu, Caernarfon	Clare Forrest (Structured Learning)
Hydref 2 October	(1:30 – 3:30)	Arwain yn Ddiogel / Safe Leadership (Ar gyfer Aelodau newydd ac Aelodau sydd heb fod ar yr Hyfforddiant / For New Members & Members who have not previously attended)	Siambwr HYWEL DDA Chamber	Catrin Love / Gail Warrington

Dyddiad ac amser / Date and time		Digwyddiad / Event	Lleoliad / Location	Arweinwyr / Leaders
Hydref 25 October	(10:00 – 1:00)	Datblygu Sgiliau Mentora / Develop Mentoring Skills	Ystafell Ddysgu ENLLI Learning Room, Y Ganolfan Ddysgu/The Learning Centre, Caernarfon	Mari Elis Roberts (Prifysgol BANGOR University)
Tachwedd 3 November	(09:30 – 3:15)	Ymgysylltu â Chynghorwyr newydd bob Rhanbarth / A Regional Induction Event for New Councillors	Canolfan Fusnes CONWY Business Centre	Cymdeithas Llywodraeth Leol Cymru Welsh Local Government Association
Tachwedd 8 November	(1:30 – 3:30)	Eich Cyfrifoldeb dros Gydraddoldeb / Your Responsibility for Equality	Ystafell Ddysgu ENLLI Learning Room, Y Ganolfan Ddysgu/The Learning Centre	Delyth Gadlys Williams
Tachwedd 15 November	(10:00 – 12:00)	- RHYDD -		
	(1:30 – 3:30)	Cyfrifoldebau Tai a Phartneriaethau yng Ngwynedd / Housing Responsibilities & Partnerships in Gwynedd	Siambr DAFYDD ORWIG Chamber	Arwel Wyn Owen
Tachwedd 20 November	(10:00 – 12:30)	Hyfforddiant i Aelodau'r Pwyllgor Cynllunio / Training for Members of the Planning Committee	Ystafell DWYRYD Room, Penrhyndeudraeth	Amrywiol (Staff Cynllunio)
Tachwedd 22 November	(10:00 – 12:00)	Eich Cyfrifoldeb dros Gydraddoldeb / Your Responsibility for Equality	Ystafell Ddysgu Enlli, Y Ganolfan Ddysgu, Caernarfon	Delyth Gadlys Williams
	(1:30 – 3:30)	Polisi Gosod a Digartrefedd / Housing Allocation Policy & Homelessness Duties	Siambr DAFYDD ORWIG Chamber	Arwel Wyn Owen
Rhagfyr 13 December	(10:00 – 12:00)	Eich Cyfrifoldeb dros Gydraddoldeb / Your Responsibility for Equality (WEDI GANSLO OHERWYDD NIFEROEDD ISEL / CANCELLED DUE TO INSUFFICIENT NUMBERS)	Ystafell Deudraeth Room, Penrhyndeudraeth	Delyth Gadlys Williams
Rhagfyr 18 December	(10:00 – 1:00)	Siarad yn Gyhoeddus / Public Speaking (Sesiwn Gymraeg / Welsh Medium Session)	Ystafell Ddysgu ENLLI Learning Room, Y Ganolfan Ddysgu/The Learning Centre, Caernarfon	Bethan Jones Parry

Dyddiad ac amser / Date and time		Digwyddiad / Event	Lleoliad / Location	Arweinwyr / Leaders
Ionawr 10 January	(10:00 – 12:30)	Rhiantu Corfforaethol / Corporate Parenting	Siambwr DAFYDD ORWIG Chamber	Marian Parry Hughes
	(1:30 – 3:30)	Arwain yn Ddiogel / Safe Leadership	Siambwr HYWEL DDA Chamber	Catrin Love & Gail Warrington
Ionawr 17 January	(09:30 – 12:30)	Datblygu Sgiliau Mentora / Develop Mentoring Skills	Ystafell LLYFNI Room, Pencadlys Gwynedd HQ	Mari Ellis Roberts (Prifysgol BANGOR University)
Ionawr 24 January	(10:00 – 12:30)	Amddifadu o Ryddid / Deprivation of Liberty (DoLs)	Ystafell Ddysgu ENLLI Learning Room, Y Ganolfan Ddysgu/The Learning Centre, Caernarfon	Erin Wyn a Delyth Crisp (Gwasanaethau Cyfreithiol / Legal Service)
Ionawr 31 January	(10:00 – 12:00)	Rôl y Gymraeg yn y Gymuned / The role of Welsh in the Community - RHYDD -	Ystafell Deudraeth Room, Penrhyndeudraeth -	Debbie Anne Williams-Jones a Gwenllian Mair Williams (Hunaniaith) -
Chwefror 2 February	(10:00 – 11:30)	Gwybodaeth am Bobl : Eich Cyfrifoldeb Chi / Information about People : Your Responsibility	Ystafell DEUDRAETH Room, Penrhyndeudraeth	Helen Mary Parry
	(1:30 – 4:00)	Amddifadu o Ryddid / Deprivation of Liberty (DoLs)	Ystafell PRYSOR Room, Penrhyndeudraeth	Erin Wyn a Delyth Crisp (Gwasanaethau Cyfreithiol / Legal Service)
Chwefror 8 February	(1:30 – 4:00)	Amddifadu o Ryddid / Deprivation of Liberty (DoLs)	Ystafell Ddysgu MAWDDACH Learning Room, Y Ganolfan Ddysgu/The Learning Centre, Caernarfon	Erin Wyn a Delyth Crisp (Gwasanaethau Cyfreithiol / Legal Service)
Chwefror 9 February	(10:00 – 1:00)	Siarad yn Gyhoeddus / Public Speaking (Sesiwn Gymraeg / Welsh Medium Session)	Ystafell DEUDRAETH Room, Penrhyndeudraeth	Bethan Jones Parry
Chwefror 16 February	(10:00 – 1:00)	Siarad yn Gyhoeddus / Public Speaking (Sesiwn Saesneg / English Medium Session)	Ystafell Ddysgu ENLLI learning Room, Y Ganolfan Ddysgu/The Learning Centre, Caernarfon	Bethan Jones Parry

Dyddiad ac amser / Date and time		Digwyddiad / Event	Lleoliad / Location	Arweinwyr / Leaders
Chwefror 21 February	(am)	Gwybodaeth am Bobl : Eich Cyfrifoldeb Chi	Siambr HYWEL DDA Chamber, Caernarfon	Helen Mary Parry
	(1:30 – 3:30)	Rôl y Gymraeg yn y Gymuned / The role of Welsh in the Community	Siambr HYWEL DDA Chamber, Caernarfon	Debbie Anne Williams-Jones a Gwenllian Mair Williams (Hunaniaith)
Chwefror 23 February	(10:00 – 4:00)	Delio gyda'r Wasg (Sesiwn peilot - Aelodau Cabinet gyda sesiynau pellach i ddilyn) / Dealing with the Press (Pilot session for Cabinet Members, further sessions to follow)	Ystafell Ddysgu ENLLI Learning Room, Y Ganolfan Ddysgu/The Learning Centre, Caernarfon	Sgript
Mawrth 7 March	(10:00 – 12:30)	Amddifadu o Ryddid / Deprivation of Liberty (DoLS)	Siambr HYWEL DDA Chamber, Caernarfon	Erin Wyn a Delyth Crisp (Gwasanaethau Cyfreithiol / Legal Service)
Mawrth 15 March	(10:00 – 12:30)	Amddifadu o Ryddid / Deprivation of Liberty (DoLS)	Ystafell DWYRYD Room, Penrhyndeudraeth	Erin Wyn a Delyth Crisp (Gwasanaethau Cyfreithiol / Legal Service)
Mawrth 16/30 March	(10:00 – 1:00)	Cyflwyniadau Effeithiol / Effective Presentations (Sesiwn Cymraeg / Welsh Session)	Ystafell Ddysgu MAWDDACH Learning Room	Carey Cartwright & Alun Lloyd Williams
Mawrth 21 March	(10:00 – 1:00)	* WEDI EI GANSLO : NIFEROEDD ISEL * CANCELLED DUE TO INSUFFICIENT NUMBERS * Arwain Cymunedau trwy Newid / Leading Communities through Change (Sesiwn Cymraeg / Welsh Medium session) - RHYDD / FREE -	Ystafell PRYSOR Room, Penrhyndeudraeth	Janet Roberts a Carey Cartwright
Ebrill 9 April	(10:00 – 1:00)	Arwain Cymunedau trwy Newid (Sesiwn Saesneg) / Leading Communities through Change (English Medium Session)	Ystafell Ddysgu ENLLI Learning Room, Y Ganolfan Ddysgu/The Learning Centre, Caernarfon	Janet Roberts & Carey Cartwright



Dyddiadau ychwanegol yn y Calendr / Additional dates in the Calendar



Dyddiad ac amser / Date and time		Digwyddiad / Event	Lleoliad / Location	Arweinwyr / Leaders
			Lleoliad / Location	Arweinwyr / Leaders
Mai 2 May	(am)	Codi ymwybyddiaeth o sector breifat yng Ngwynedd – Ymweld â	2/5/18 - Brighter Foods, Tywyn	Sioned E Williams (Pennaeth
Mai 9 May	(am)	busnesau allweddol lleol / Raise awareness of the private Sector in	9/5/18 - Hufenfa De Gwynedd, Y Ffôr	Economi ac Adfywio)
Mai 23 May	(am)	Gwynedd - visiting key local businesses	23/5/18 - DMM, Llanberis	
Mai 16 May	(10:00 – 12:30)	Arwain yn Ddiogel / Safe Leadership	Siambr HYWEL DDA Chamber	Catrin Love & Gail Warrington
	(1:30 – 4:00)	Rhiantu Corfforaethol / Corporate Parenting	Siambr HYWEL Dda Chamber	Rob Jewell
Mehafin 27 June	(10:00 – 12:30)	- RHYDD -	-	
	(pm)	Llinellau Ffôn Uniongyrchol (Gangiau Cyffuriau Cyfundrefnol)– O rai cenedlaethol i rai rhanbarthol i rai lleol / County Lines (Organised Drug Gangs) – From National to Regional to Local	I'w gadarnhau	Brian Nicklin Goruchwyliwr Cudd-wybodaeth yr Heddlu - Force Intelligence Supervisor Gwasanaethau Trosedd - Crime Services
Gorffennaf 11 July	(10:00 – 11:30am)	Gwybodaeth am Bobl : Eich Cyfrifoldeb Chi	Ystafell Ddysgu ENLLI Learning Room, Y Ganolfan Ddysgu/The Learning Centre, Caernarfon	Helen Mary Parry (Rheolwr Gwybodaeth Information Manager)
	(1:00 – 3:00)	Credyd Uniongyrchol / Universal Credit	Ystafell Ddysgu ENLLI Learning Room, Y Ganolfan Ddysgu/The Learning Centre,	Catrin Thomas a Nia Medi Williams

		Caernarfon	
Medi 19 September	(10:00 – 12:00) (pm)	Diogelu Plant ac Oedolion Safeguarding Children & Adults	Siambwr DAFYDD ORWIG Chamber Dafydd Paul a Manon Trappe
Tachwedd 21 November	(am) (pm)		
Ionawr 9 January	(am) (pm)		
Chwefror 20 February	(am) (pm)		
Mawrth 20 March	(am) (pm)		



Dyddiadau ychwanegol yn y Calendr / Additional dates in the Calendar

Agenda Item 9

MEETING	Democratic Services Committee
DATE	12 April 2018
SUBJECT	Annual report by the Head of Democratic Services on behalf of the Democratic Services Committee with regards to support for members
PURPOSE	Submit a draft of the report to be presented to the Full Council in May 2018 outlining the support that has been developed and is being developed on behalf of members.
AUTHOR	Geraint Owen, Head of Democratic Services

1. A draft report is presented below to be submitted to the May 2018 meeting of the Full Council. The report outlines the support for members that has been delivered to date over the term of this Council and the elements that are still being developed for the benefit of elected members.
2. From the draft report, you will see that some elements are still incomplete and some elements will need to be updated as a result of further discussions.
3. Under the Local Government Measure (Wales) 2011, the Democratic Services Committee is responsible for specific matters (under Section 11), as follows:
 - Appoint a Head of Democratic Services on behalf of the local authority
 - Review the available support for the Head of the Democratic Services in relation to staff, buildings and other available resources, ensuring they are sufficient for carrying out the requirements of the role
 - Produce a report, at least once a year, to present to the Full Council in relation to support for members.
4. I wish to thank all members of the Committee for their support over the past few months and I look forward to collaborate further with you over the coming months and years.



THE ANNUAL REPORT OF THE HEAD OF DEMOCRATIC SERVICES

- Support for Gwynedd
Elected Members



RHOI POBL GWYNEDD YN GANOLOG I BOPETH RYDYM YN EI WNEUD • PUTTING THE
PEOPLE OF GWYNEDD AT THE CENTRE OF EVERYTHING WE DO

FOREWORD

As a result of Local Government elections in May 2017 it has been a busy year, and the past 12 months has been a period of change, adapting and learning for Members and officers. The Democratic Services Committee has expressed an ambition to continue to develop the support available for Members to fulfil in their role. We are faced with an exciting and difficult period while attempting to develop the support required within continuous financial challenges.

Under the Local Government Measure (Wales) 2011, the Democratic Services Committee is responsible for specific matters (under Section 11), as follows:

- Appoint a Head of Democratic Services on behalf of the local authority
- Review the available support for the Head of the Democratic Services in relation to staff, buildings and other available resources, ensuring they are sufficient for carrying out the requirements of the role
- Produce a report, at least once a year, to present to the Full Council in relation to support for members.

Reviewing the available support for elected members in order that they can fulfil their role is a fundamental part of my work and that of the Committee. My sincere thanks to everyone for their input and I look forward to working together over the years to come.



A handwritten signature in black ink, appearing to read 'E. Owen'.

**Head of Democratic Services,
Head of Corporate Support Department**

BACKGROUND

Following the May 2017 Local Government elections, 75 members were welcomed to the new Council, with 51 members returning and 24 members joining anew. Reviewing and developing the support available for you as members to be able to fulfil your role successfully is continuous work.

The work undertaken and provision to support members in their roles have been independently assessed by a Local Government Association this year, and I'm pleased to report that Gwynedd Council has managed to be awarded The Wales Charter for Member Support and Development, known as 'The Charter'.

What support is offered to members?

LOCAL GOVERNMENT ELECTIONS 2017



- ❖ Considerable work was undertaken to prepare for the 2017 Local Government elections held in May 2017. Members of the Democratic Services Committee gave an input into preparatory arrangements, which included preparatory sessions for prospective applicants, development of a website to share information with prospective members, as well as the creation of a short video to attempt to explain the role of a Councillor in simple terms.
- ❖ On Thursday, 4 May, election results from both count centres were announced in a timely fashion so that the public could follow developments as they happened.
- ❖ Also this year, "Welcome days" were held in a slightly different format to what had taken place in the past, the changes based on the feedback of Councillors who were new in 2012. Attempting to strike the balance between presenting sufficient information to enable members to proceed with the work against swamping members with too much information is very difficult. Feedback from the sessions was extremely positive.
- ❖ However, discussions have been held with Councillors and staff to identify good elements, and also to identify matters that could be improved for the period following the Local Government elections in 2022!
- ❖ Thank you to everyone for their hard work during this period.

GOVERNANCE ARRANGEMENTS



- A new Cabinet was established in Gwynedd Council under the leadership of the new Leader, Councillor Dyfrig Siencyn. The Leader has been very supportive of developing a training programme to further develop the skills of Cabinet Members to enable them to be effective in their roles.
- Scrutiny arrangements were reviewed in 2016/17, and the Council made its decision about the new scrutiny arrangements at its meeting on 3 March 2017, to be operational from May 2017 onwards. The new arrangements have been established, but as with any new arrangement, there is a need to adapt slightly as we proceed.
- The role of the Scrutiny Forum prioritises the right matters to thoroughly scrutinise, along with the relationship between Cabinet Members and the Scrutiny Chairs and Vice-chairs. A development has been made in terms of more pre-scrutiny, and there is room to build further on this development to the future.
- I wish to take this opportunity to remind all members that they can raise a matter to be scrutinised by contacting the Chair of the relevant scrutiny committee. The item will then be noted on the “*gwyntyllu*” log, so that a decision can be made on how to proceed – a scrutiny committee item, an investigation, or whether there is a different solution to address the matter.
- In looking forward, we are eager to address the message that has been received regarding the need to have informal sessions to enable all members to meet and receive information about a specific subject. A recent example was the informal session held to provide an opportunity to learn more about North Wales Economic GROWTH developments.

ELECTRONIC PROVISION



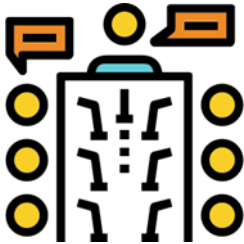
- Since 2012, the Council has encouraged electronic communication with Councillors to ensure that information is received swiftly and to reduce the Council's carbon footprint by reducing the use of paper.
- The majority of Members now have electronic devices which enable them to receive information and to support their work as a Councillor. The new devices can do much more than the previous i-pads, which were only used to read committee documents, receive e-mails and manage the calendar. The new devices enable Councillors to undertake their work in their wards, store their documents etc, as well as emails and committee documents.
- However, there have been some issues with the new provision. I corresponded with all members asking for examples of the problems they faced. I have reported on the issues to the Democratic Services Committee in April 2018 noting that issues vary from issues with the device or software, the need for more training or tips to use it better, and specific frustrations with the e-mail app. Members of the Committee have received a report on potential solutions, and this will need to be updated following the committee meeting on 12/4/18.

COMMUNICATION / INFORMATION

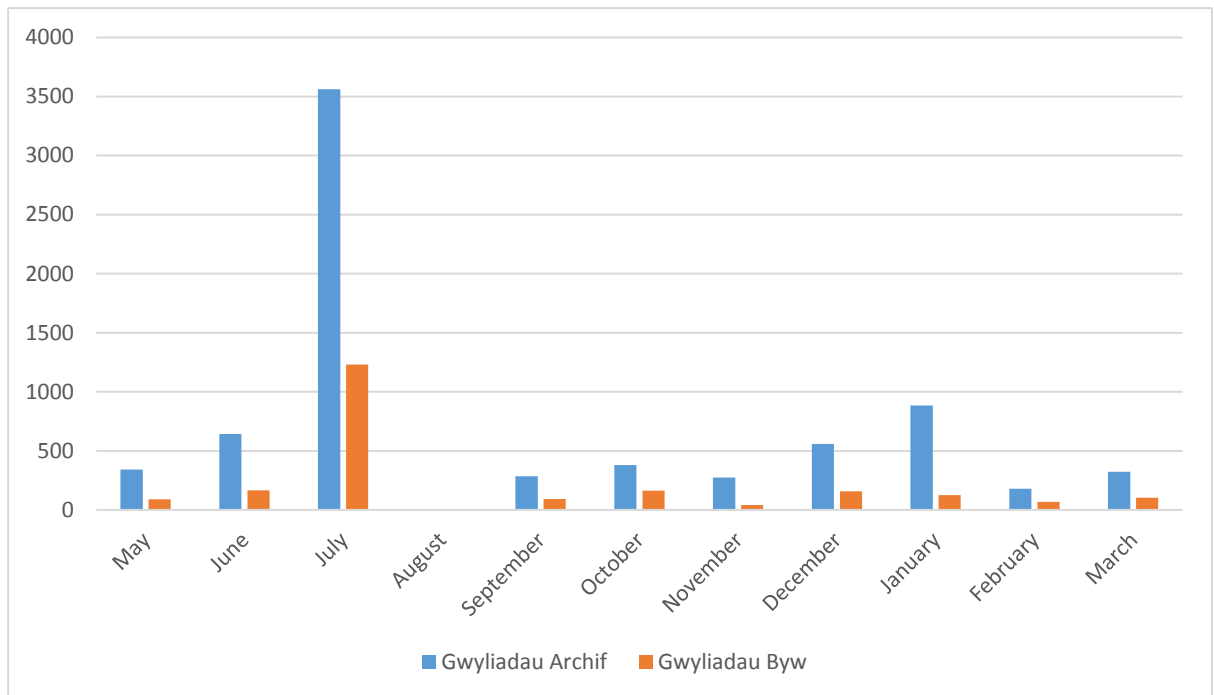
- One of the main issues raised by elected members before May 2017 was the need to be able to receive timely information from one source, and to be able to search for information themselves. To this end, the Porth was developed.
- The Porth offers a number of various elements to assist Members in their work.
 - A 'news' page includes the latest information,
 - e-learning material along with copies of any slides from training sessions to enable distance learning
 - claiming travelling expenses
 - information library
 - frequently asked questions

- However, a sub-group of the Democratic Services Committee has already identified that use of the porth in general is quite limited. This is due to various reasons, including the two main reasons, namely a lack of awareness of the porth's content and that it is not as easy to use as other websites.
- Members' awareness of the Porth's content was raised through informal sessions in Area Forums/Committee sessions in March. Constructive observations were received on how to improve the provision and hopefully there will be more use of the resource in future.
- The Democratic Services Committee will monitor this element and attempt to identify areas to further develop if required. This work continues to develop.
- On the other hand, as noted above, there are also opportunities to communicate on specific matters in different ways. We are now considering the way forward to hold informal sessions that will enable members to have a conversation about a specific subject outside committee boundaries. This work will be driven forward in 2018/19.
- The Porth also includes current information about officers within services who can be contacted with enquiries. Responses were received to enquiries regarding difficulties to ensure a response in some areas, and work has been undertaken to try to rectify the situation. Council arrangements are clear that a response to an enquiry should be sought by informally contacting the relevant officer in the first instance, and a discussion could also be held with the relevant Cabinet Member. The Member/Officer contact protocol has been reviewed during the year to ensure clarity on the matter.

**LOCATION OF MEETINGS AND
ENSURING A MORE OPEN
DEMOCRACY**



- To ensure a more open Democracy, it is essentially important that the public are aware of what will be discussed at different Council committee meetings, and this within reasonable time. It is managed to ensure that 96% of committee papers are distributed six clear working days before the date of the Committee meeting. Papers are available bilingually on the Council website and on Modern.gov.
- Another element of ensuring public access and a more open Democracy is the Council's plan to webcast the meetings of some specific committees. Many have reported that the ability to view events via this medium assists them from having to travel to attend a committee meeting.



Again, Gwynedd Council is seen to be at the forefront by ensuring bilingual webcasting provision is available.

- The Council also acknowledges that it is challenging for some members to attend some meetings. A number of informal sessions (such as consultation on the contents of the Council plan, an informal finance seminar for members) have been held on different dates and in different locations across the county in order to try to be more flexible and convenient for Members.
- Additionally, a number of training sessions have been held in different ways. The area forums/committee have been used for training, along with offering on-line training sessions, webinars and recording some training sessions.
- As a large county geographically, we need to develop our practice of using the live video conferencing provision. Also, Skype provision is available on Members' devices, and therefore, it is sensible that more work on using this to contact members for shorter meetings will take place in 2018/19.

TRAINING

- An extensive training programme is offered based on suggestions from:
 - Individual members
 - The Democratic Committee (sub-group)
 - Officers and Departments (specialist fields)
- The content of the programme for 2018/19 is still growing and evolving
- The Leadership development programme runs alongside this. It includes opportunities for leaders and prospective leaders to take advantage of Regional and National programmes (through the WLGA). In addition to this, workshops tailored for Gwynedd Council will be arranged, e.g. a '5 Behaviours of a Cohesive Team' workshop commissioned for the Cabinet.
- A range of development opportunities are offered that include 'traditional' training, and alternative learning methods such as workshops, coaching, mentoring, visits and e-learning.
 - There are development titles in specialist fields, e.g. *Planning*, and also personal development titles e.g. *Presentation Skills*.
 - In addition to sessions for the entire Council, other events include training for smaller groups and one-to-one session e.g. coaching. This gives Members more options to be able to attend, and smaller numbers in sessions gives everyone an opportunity to contribute and learn more effectively.
 - Learning sessions through technological methods are being developed, which will be available from anywhere with internet connection, at times that are convenient for individuals. This includes a series of e-learning modules and Webinars.
 - Confidential developmental sessions (one to one) are offered with Officers from the *Democratic Services*, to give Members the opportunity to reflect on their role and consider any fields they wish to develop, and draw up a *Personal Development Programme*.
- To assess the impact of the learning, Members are asked to respond to the question: "*Does the learning and development provision help you as a Member to fulfil your role effectively in order for you to be able to provide a better service for the people of Gwynedd?*" and "*How can we improve the provision?*"
 - Average score for 2016-17: 9.8/10
- All training attended by Members is recorded, and the information is available to them to create Annual Reports.

- The Learning and Development Team is collaborating with IT to create a resource where Members (in time) can see their development programme and personal training record.

- To develop the learning and development programme in future, all Members are invited to meet with a qualified officer to develop a customised learning and development programme to suit their individual needs. Many newly elected Members took advantage of the opportunity, and common development areas were fed into the learning and development programme that is available for all Members. If any Member wishes to discuss their individual development needs then contact myself, or Vera Jones - Democratic Services Manager.

OTHER DEVELOPMENTS

- Publish members' salaries and costs in accordance with requirements, and manage to influence the Independent Remuneration Committee to adapt their guidelines.

- Develop simpler arrangements to enable members who wish to produce an annual report to do so, and making a provision to publish them on the website so that Gwynedd citizens can see what their local Member has been doing.

Agenda Item 10

MEETING	DEMOCRATIC SERVICES COMMITTEE
DATE	9 APRIL 2018
SUBJECT	FINANCIAL REMUNERATION FOR ELECTED MEMBERS
PURPOSE	To seek the Committee's opinion on options for financial remuneration for elected members
AUTHOR	Vera Jones, Democratic Services Manager

BACKGROUND

1. The annual report of the Independent Remuneration Panel for Wales has now been published (February 2018). Committee Members discussed and submitted a response to the draft consultation by the Panel at its meeting on 26 October 2017. The Panel's annual report will be implemented for the 2018/19 financial year.

1.1 Following the 2017 elections, the Panel visited every local Authority to discuss various aspects of remuneration for Members. The Panel's recommendations are based on those discussions and have now been published. A copy of the final report can be seen by clicking on the following link:

[Financial Remuneration Panel Annual Report 2018](#)

1.2 Main points from the report:

- Increase of £200 in the basic salary for all elected Members (increasing from £13,400 to £13,600 - equivalent to 1.49%) from April 2018
- No change in the salaries of the Leader and Deputy Leader
- Abolish the arrangement for having two tiers/levels of remuneration for Cabinet Members and Committee Chairs.
 - Place Cabinet Members on ONE salary level (£29,300)
 - Place Committee Chairs on ONE salary level (£22,300)
(The basic salary is included in the salary).
- A request by the Panel for the Democratic Services Committee to encourage members to claim care costs reimbursement so that the members in question are not under a financial disadvantage.

MATTER FOR DISCUSSION

2. The Financial Remuneration Panel's rulings bind Councils to make the payments as it determines. The only usual way not to make payments, that is for individual Members to declare that they do not wish to accept all or a proportion of the payments, is by contacting the Head of Democratic Services directly.

2.1 **Committee Chairs**

The Council has a responsibility to consider whether there is a difference in the responsibilities of Committee Chairs. In accordance with the Panel's report, a restriction is placed on the number of senior salaries that it is possible to pay. The restriction for Gwynedd is **18** and based on the Council's previous decisions, they are paid to the following:

- Leader
- Deputy Leader
- 8 other Cabinet members
- The Leader of the largest Opposition
- Committee Chairs
 - Scrutiny Committee (x3)
 - Audit and Governance Committee
 - Planning Committee
 - Licensing Committee (Central and General count as one Committee)
 - Pensions Committee

2.2 The responsibilities of other Committee Chairs who do not receive special remuneration must also be considered, such as the Employment Appeals Committee, the Language Committee and the Democratic Services Committee. A simple survey was undertaken to seek information about the workloads of Committee Chairs in the first year of the new Council. The information may be considered (appendix 1) to see if there is room to vary the Council's previous decisions.

2.3 **Council Chairs and Vice-chairs (Civic Salaries)**

In the context of Council Chairs and Vice-chairs, the Panel has made aware that a number of Councils have set their civic salaries in accordance with the population groups (A,B and C – Gwynedd is in Group B). It was considered that this was not necessarily reflecting the specific responsibilities attached to the roles. As a result the Panel has determined three levels of civic salary (see the following table) which may be paid.

Each Authority must decide what level (if at all) will be paid for these roles according to local factors. For example, the Council Chair of a small Council may be paid at the highest rate, whilst the Council Chair of a large Council may be paid at the lowest rate. The rates of payment to Council Vice-chairs may be similarly varied. This allows for Council Chair and Vice Chairs in the same authority to be paid at different levels.

In Gwynedd, as well as chairing meetings of the Full Council, the civic head (Council Chair) is the Authority's 'first citizen' and 'ambassador', who represents the Council on all types of organisations and outside bodies.

Level	Chair of the Council	Vice-chair of the Council
1	£24,300	£18,300
2	£21,800	£16,300
3	£19,300	£14,300

** The basic salary (£13,600) is included in the civic salary.*

RECOMMENDATION

3. The Committee's opinion is sought in order to submit a recommendation to the next meeting of the Full Council regarding Elected Members' remuneration in 2018-19.

RESPONSIBILITIES OF COMMITTEE CHAIRS 2017/2018

COMMITTEE	PROGRAMMED	ACTUAL	ADDITIONAL RESPONSIBILITIES
EDUCATION AND ECONOMY SCRUTINY COMMITTEE	5	5	SCRUTINY FORUM X 4 MEETINGS WITH DEPARTMENT HEADS x 3 GROWTH SESSION X 1 PERFORMANCE MONITORING MEETINGS (optional)
COMMUNITIES SCRUTINY COMMITTEE	5	5	SCRUTINY FORUM X 4 SCRUTINY INVESTIGATION (optional)
CARE SCRUTINY COMMITTEE	5	4	SCRUTINY FORUM X 4 MEETINGS WITH DEPARTMENT HEADS x 3
AUDIT AND GOVERNANCE COMMITTEE	7	7	SCRUTINY FORUM X 4 FINANCE MANAGEMENT TEAM X 3 PRESENTATIONS + INTERVIEW PANEL X 2 SCRUTINY INVESTIGATION (optional)
CENTRAL LICENSING COMMITTEE	4	4	LICENSING SUB-COMMITTEES x 2
GENERAL LICENSING COMMITTEE	4	4	LICENSING SUB-COMMITTEES x 6 CONSULTATION ON ANY TAXI APPLICATION OUTSIDE THE POLICY - AVERAGE OF 1-2 APPLICATIONS PER WEEK
PLANNING COMMITTEE	14	14	PLANNING APPLICATIONS SITE VISITS TRAINING X 3
PENSIONS COMMITTEE	5	5	OBSERVING PENSION BOARD X 4 INVESTMENT PANEL X 3 WALES PENSION PARTNERSHIP JOINT COMMITTEE X 4 TRAINING / CONFERENCES X 3
EMPLOYMENT APPEALS COMMITTEE	10	4	TRAINING X 1
DEMOCRATIC SERVICES COMMITTEE	4	3	ATTENDING LLANDRINDOD MEETINGS X 2 PORTAL AND SURFACE SUB-GROUP (optional)
STANDARDS COMMITTEE	4	3	ATTENDING THE NORTH WALES STANDARDS FORUM X 1 WALES STANDARDS COMMITTEE CONFERENCE x 1
LANGUAGE COMMITTEE	4	4	
CHAIR OF THE COUNCIL	6	7	CIVIC CEREMONY x 12 OFFICIAL VISITS AND MEETINGS (June - September approximately 16 events)

Agenda Item 11

CYFARFOD	Democratic Services Committee
DYDDIAD	12 April 2018
PWNC	Elected Members' Annual Reports
PWRPAS	Information in relation to publishing Elected Members' Annual Reports for 2017/18.
AWDUR	Vera Jones Democratic Service Manager

1. BACKGROUND

- 1.1 The Democratic Services Committee is already aware that the Local Government Bill (Wales) 2011 notes that:

A local authority must make arrangements for:

- each person who is a member of the authority to make an annual report about the person's activities as a member of the authority during the year to which the report relates,
- each person who is a member of the authority's executive to make an annual report about the person's activities as a member of the executive during the year to which the report relates, and
- the authority to publish all annual reports produced by its members and by the members of its executive.

- 1.2 The purpose of the Annual Reports by Elected Members is to improve communication between Elected Members and the public. The Minister for Local Government said that the reports will be a means of improving the public's understanding of what local members do and the important role that they have and will enable the public to discover information about the activity of their local councillor.

- 1.3 One important factor to bear in mind is the link between the annual reports and the white paper.

- 1.4 To remind Members, the original guidance for producing annual reports is attached in **Appendix A**.

2. ANNUAL REPORTS DURING THE PAST YEARS

- 2.1 It is noted below the number of Members who chose to produce an annual report in past years:

2012/13	8 reports (pilot)
2013/14	26 reports (using the template for the first time)
2014/15	39 reports
2015/16	29 reports

2.2 The annual reports can be viewed through the following link:
<https://www.gwynedd.llyw.cymru/en/Council/Councillors-and-committees/How-the-Council-works/Annual-Reports.aspx>

2.3 A sample of a template is enclosed for consideration in order to produce the annual reports - **Appendix B**.

2.4 **TIMETABLE AND THE NEXT STEPS**

It is intended to follow the following timetable for publishing the Annual Reports for 2017/18:

- **By the end of April** - Officer from the Democratic Service will correspond with all Council Members to remind them of the guidance as well as circulate a template for producing the annual report.
- **By the end of May** - Members are requested to submit draft reports in one language to the Democratic Service for checking. Following agreement on the final version, the Service will arrange a translation of the annual report.
- **By the end of July** – Completion and publish the annual reports on the Council’s website.

3. **RECOMMENDATION:**

The Democratic Services Committee is requested to:

- (i) Consider the above and comment on the procedure
- (ii) Adopt the template in Appendix B (in accordance with any suggestions / amendments made to the content during the meeting)
- (iii) Approve the timetable as set out in 2.4 above.

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 and the following sections, 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.

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:

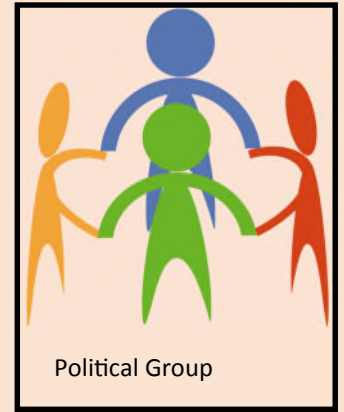
- Role and responsibilities – to include details of membership of committees and outside bodies, attendance records for these and full council.
- Local activity – details of surgeries held, representations made on behalf of electors and the results of these
- Major projects – involvement in local, county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



Annual Report 2017/18

Councillor XXXX

Ward XXXX



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.



[Follow this link](#) to the Council's website for details about my responsibilities, Committies and outside bodies on which I serve. Also included is my attendance record

Main Constituency and Community Activities

Lorem ipsum: dolor sit amet,

aliquid menandri: recteque te mea,

pro quas quaestio consetetur et: Forensibus signiferumque pri in, no pericula

Meetings, Seminars and Training that I attended

Committies and events that I failed to attend:

XXX Committee: because xxxx