



Complete Agenda

Democratic Service
Swyddfa'r Cyngor
CAERNARFON
Gwynedd
LL55 1SH

Meeting

DEMOCRATIC SERVICES COMMITTEE

Date and Time

10.30 am, TUESDAY, 12TH FEBRUARY, 2019

Location

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

Contact Point

Sion Owen
01286 679665

(DISTRIBUTED 06/02/19)

DEMOCRATIC SERVICES COMMITTEE

MEMBERSHIP (15)

Plaid Cymru (8)

Councillors

Annwen Daniels
Charles Wyn Jones
Olaf Cai Larsen
Judith Mary Humphreys

Annwen Hughes
Linda Ann Jones
Catrin Elen Wager
Edgar Wyn Owen

Independent (5)

Councillors

John Brynmor Hughes
Dewi Wyn Roberts
Eryl Jones-Williams

Anne Lloyd Jones
Hefin Underwood

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. ELECTION OF VICE-CHAIRMAN

To elect a Vice-Chairman for this committee for the remainder of 2018-19.

2. APOLOGIES

Derbyn unrhyw ymddiheuriadau am absenoldeb.

3. DECLARATION OF PERSONAL INTEREST

To receive any declarations of personal interest.

4. URGENT MATTERS

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

5. MINUTES

4 - 5

The Chairman shall propose that the minutes of the meeting held on 25 October 2018 be signed as a true record.

6. LEARNING AND DEVELOPMENT PROVISION FOR MEMBERS

6 - 11

To give an overview of the Learning and Development provision for Members and highlight successes, challenges and developments.

7. ELECTED MEMBERS' ANNUAL REPORTS

12 - 16

Consider any amendments to the reports and the arrangements for producing them.

8. DEMOCRATIC SERVICES COMMITTEE MEETINGS

17 - 20

To consider the number of general Committee meetings held during the municipal year.

9. 2019-20 COUNCIL MEETINGS CALENDAR

21 - 22

To consider the Council's committees calendar for 2019-20

DEMOCRATIC SERVICES COMMITTEE 25/10/18

Present: Dewi Owen (Chair)

Councillors: Annwen Daniels, Annwen Hughes, John Brynmor Hughes, Anne Lloyd Jones, Charles Wyn Jones, Olaf Cai Larsen, Catrin Elen Wager, Dewi Wyn Roberts, Hefin Underwood, Judith Mary Humphreys and Edgar Wyn Owen

OFFICERS: Vera Jones (Members Manager - Democracy Service), Sion Owen (Members Support Officer)

APOLOGIES: Councillors Dylan Bullard, Anwen J. Davies and Linda Ann Jones

1. DECLARATION OF PERSONAL INTEREST

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

2. MINUTES

The Chairman signed the minutes of the previous meeting of this committee held on 26 June 2018 as a true record.

3. INDEPENDENT REMUNERATION PANEL FOR WALES CONSULTATION FOR 2019-20

The Panel's report was presented by the Democratic Services Manager. It was noted that decisions on the remuneration levels previously available to individual councils had been removed following feedback from the councils. The Panel recommended that the basic salary was increased by £268 (1.97%), Leaders and Cabinet Members' salaries to increase by £800 (including the £268 basic salary increase), and Civic salaries to increase to £22,568 for Civic Heads and £17,568 for Deputy Civic Heads.

Reference was also made to the Panel's recommendations for Town and Community Councils to give the Committee Members an opportunity to comment as they often had a connection with their respective Town and Community Councils.

Comments arising from the discussion:

- That there was no choice but to accept the recommendations.
- That executive Members had not received a salary increase beyond the increase in the basic salary for some time.
- Disappointment that there was no provision available to vary salaries according to performance and attendance.
- Support setting salaries at the same level as it removed the possibility of using remuneration as a political tool.
- Welcomed setting the salary of the Chair of the Council (Civic Leader) at the same level as a Committee Chair.
- Welcomed the recommendation that the member's salary increase be slightly lower than officers' likely salary increase, and that it was to be introduced after council officers were due to receive an increase.
- Noted the need to make it clear to Town and Community Councils which members

were eligible for which payments, as well as the eligible periods, to assist their financial planning.

- In principle that all elected members should be remunerated in some way to encourage diversity and to reflect the time cost attached to being an Elected Member.

Resolved:

1 – To accept the Panel's recommendations.

2 – That the Head of Democratic Services conveyed this Committee's comments to the Panel.

The meeting commenced at 2.00 pm and concluded at 2.35 pm

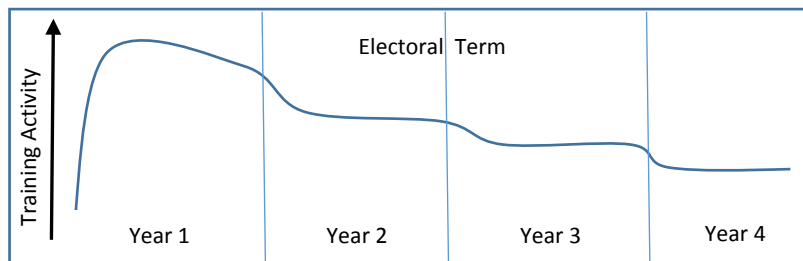
CHAIRMAN

Agenda Item 6

COMMITTEE	Democratic Services Committee
DATE	12 February 2019
TITLE OF REPORT	Learning & Development Provision for Members
PURPOSE	To give an overview of the Learning & Development provision for Members and highlight successes, challenges & developments
RECOMMENDATION	The Committee is invited to consider: a) Steps to address the challenges noted in the report b) The contents of the Training programme for 2019/20 and suggest any titles to be included
AWDUR	Carey Cartwright : Rheolwr Dysgu a Datblygu'r Sefydliad

1. Overview

1.1 Member training can be considered as a continuous cycle following the electoral term. There is an 'intense' induction period immediately after each election, with a training activity reaching a peak during the first year of the electoral term. In order to equip and support Members to undertake new roles and perform effectively, the development program focuses on key/core areas first, with the intensity of events moderating over subsequent years, and the focus moves towards more *self- development* over time.



1.2 A comprehensive programme of training is offered that includes 'traditional face to face' training as well as elements such as workshops, coaching and e-learning. In addition, a Leadership Development programme is provided that includes opportunities for leaders (and potential leaders) to take advantage of Regional and National programmes as well as tailored workshops e.g. '*5 Behaviors of a Cohesive Team*' commissioned for Cabinet.

Since we are almost two years into the electoral term, the focus of the training program is changing from key / core titles (mainly identified by Officers) to personal development titles, with an opportunity for Members to consider their own personal learning and development needs and take increasing responsibility for the content of the programme.

2. SUCCESSES

2.1 We have received some very positive feedback following training sessions, such as:

- "I benefited from the *Effective Presentation* training. I have learned how to structure a presentation

professionally, something that can become very useful when you have to present in a Committee eg Planning Committee. This training can be very useful for all Members. It was brilliant"

- "The *Dealing with the Press* was very valuable. No-one knows what issues can arise within their ward, and so the experience I've had on this course are great. Very challenging training, and gained valuable skills. "

3. **CHALLENGES**

3.1 Attendance

Numbers of Members attending are inconsistent e.g. "Unconscious Bias" training was organized at the request of a Member, but only 2 Members attended the whole session. Some Members have suggested that every Member should place an emphasis on developing themselves, and make more effort to attend the sessions that are being arranged for them.

3.2 Arrangements

Efforts are made to arrange training sessions that are convenient for Members to attend, trying different options such as:

- Offering a choice of venues, with some centrally in the County
- Offering a choice of dates, by arranging sessions for smaller numbers (and some individual sessions)
- Using technology to offer learning methods such as Webinars and e-learning modules with home access
- Holding some sessions at later times (outside normal working hours)
 - However, the response to some titles has been disappointing e.g. when a *Corporate Parenting* session was arranged for an evening in January (following a specific request from Members), the session had to be cancelled as only 5 registered to attend.

The Committee may like to consider steps that could be taken to address these challenges.

4. **THE 2019-20 TRAINING PROGRAMME**

4.1 The training programme for 2019/20 continues to evolve. (see Appendix 1)

The titles in the programme are based on:

4.2 Suggestions from Officers and Departments about their specialist areas

4.3 Suggestions from individual Members

As previously noted, Members have the opportunity to take responsibility for their own learning, and identify areas for personal and group development

A Member has requested "Chapter 8" training which is a qualification for escorting people / move crowds at community events. This training is relevant to the role of Members and work in their ward / communities.

Arrangements are in place for North Wales Police to present a session for traffic management at events.

The Committee is invited to consider the current programme and suggest any titles they would like to add.

5. **DEVELOPMENTAL CONVERSATIONS**

5.1 There is an opportunity for Members have to have a confidential (one-to-one) developmental conversation with a Democratic Services Officer, to reflect on their role, discuss general support, consider any areas that they would like to develop, and perhaps formulate a *Personal Development Programme*. This may include a range of fields as well as developmental methods / experiences. A Member Development Officer will then work with individuals (or groups) to arrange relevant development opportunities.

6. **MENTORING**

6.1 12 Members have now been trained as Mentors. Other Members have been informed of this, and invited to apply for a Mentor if they wish.

7. **LEARNING RECORDS & REPORTS**

7.1 A module (MoDS) has been created as part of the wider self-service system, where Members can look at their individual developmental programme and training record (any learning events they have attended). It will also be an excellent administrative resource, with options for creating a wide range of reports.

8. **PERFORMANCE OF THE LEARNING AND ORGANISATIONAL DEVELOPMENT SERVICE**

8.1 In order to assess the impact of the learning offered, Members were asked to respond to the question "*Does the Learning and Development provision help you as a Member to carry out your role effectively, in order to provide a better service for the people of Gwynedd?*"

A range of positive comments and useful tips were received. However, as the same Members tend to attend regular training and feedback, we have reviewed the method of gathering feedback:

- Contacting Members (telephone call) who do not attend training often, to ask what matters to them.
Please see Appendix 2 for a sample of recent responses. The Learning and Organisational Development team will consider appropriate steps to address the comments.
- Work with the Democratic Services team to create one questionnaire to gather feedback on the overall 'support package'

APPENDIX 2



RHAGLEN DATBLYGU AELODAU ETHOLEDIG ELECTED MEMBERS' DEVELOPMENT PROGRAMME

2019/20



Dyddiad ac amser / <i>Date and time</i>		Digwyddiad / <i>Event</i>	Lleoliad / <i>Location</i>	Arweinwyr / <i>Leaders</i>
			Lleoliad / <i>Location</i>	Arweinwyr / <i>Leaders</i>
Page 9	Mai 15 May (10:00 – 12:30) (pm)	Arwain yn Ddiogel Safe Leadership (I unrhyw un sydd heb fynychu for those who haven't attended)	Siambr HYWEL DDA Chamber, Caernarfon	Catrin Love (Rheolwr (Gwasanaethau Ymgynghorol Iechyd, Diogelwch a Llesiant Health, Safety and Well-being Advisory Services Manager)
	Mai 17 May (10:00 – 13:00)	Gofalu am ein Hamgylchedd Caring for our Environment (I unrhyw un sydd heb fynychu For those who haven't attended)	Ystafell PRYSOR Room, Penrhyndeudraeth	Dafydd Meurig + Angela Russell
	Mehefin 26 June (am) (pm)			
	Medi 18 September (am) (pm)			

Tachwedd 27 November (am)			
(pm)			
Ionawr 8 January (am)			
(pm)			
Chwefror 12 February (am)			
(pm)			
Mawrth 18 March (am)			
(pm)			



Dyddiadau ychwanegol yn y Calendr / Additional dates in the Calendar

APPENDIX 2

Here are examples of recent comments from Members: -

- "I only attend titles that are of interest to me"
- "Too much training"
- "Of course I go to the Planning training because those are compulsory and I am interested in the subject as I am a Member of the Committee"
- "I think others are important, Childcare / Care of the Elderly etc., however, I have contacts that specialise in many areas - and I get any information that I need through those sources"
- "Between day to day work and all Committees, I have to prioritise matters"
- "It is sometimes better to have some Members who specialise in some areas, instead of Members trying to get information about everything"
- "The titles you offer are all that we need as Members and I can only praise that"
- "A great obstacle is that I have to take 'unpaid holidays' for the Committees and training that coincide with my working time, so attending events can be costly for me. In addition, it is very difficult to get time off. Events later in the afternoons would work well for me). "
- "If Members can not attend events, that they receive a copy of the materials by e-mail after the event, so that they can see the presentation."
- "Any area I need help with, I can get the information over the phone / email / internet and I do not feel that Managers / officers need to give me information."
- "At my age, I'm not sure how much more 'development' I need to do - so I do not think it's important for me by now."

Agenda Item 7

MEETING	Democratic Services Committee
DATE	12 February 2019
SUBJECT	Annual Reports by Elected Members
PURPOSE	Consider any amendments to the reports and the arrangements for producing them.
AUTHOR	Vera Jones Democratic Services Manager

1. BACKGROUND

- 1.1 The Democratic Services Committee is already aware that the Wales Local Government Measure (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 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 reports are a way 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 To remind Members, the original guidelines received for publishing annual reports have been included in **Appendix A**.
- 1.4 Committee members will be aware that the annual reports were mentioned extensively in the draft Local Government (Wales) Bill published for consultation on 24th November 2015, which mentioned that creating annual reports would become mandatory.
- 1.5 However, there was no mention of annual reports by elected members in the latest consultation to local government reform (May 2018) in the Green Paper Consultation Document "**Strengthening Local Government: Delivering for People**"

- 1.6 Therefore, we continue to await further guidance, and must respond to any requirements when they become clear.

2. ANNUAL REPORTS IN RECENT YEARS

- 2.1 The number of annual reports published have varied over the years and the highest number (39 reports) was in 2014/15. 16 were published in 17/18.
- 2.2 The style of the reports have been amended over the years, based on the observations of members of this committee. Further comments are invited from committee members to prepare and amend for the 18/19 reports.
- 2.3 Additionally, we are also seeking to amend our internal arrangements to facilitate the process of creating the reports. We have already identified different arrangements for the coming year to ensure that the reports are published with ease.
- 2.4 The 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>

3. TIMETABLE AND NEXT STEPS

- 3.1 One matter that poses a challenge every year is the timetable. The timetable is usually put together as follows:
- **By the end of April** - Democratic Service officers will correspond with all Council Members to remind them of the guidelines and circulate a template to create the annual report.
 - **By the end of May** - Members are asked to submit draft reports in one language to the Democratic Services for verification. Once the final version is agreed the Service will arrange a translation of the annual report.
 - **By the end of July** - Complete and publish the annual reports on the Council website.
- 3.2 It is fair to note that we have not succeeded in keeping to this timetable in recent years.
- 3.3 However, I believe that clear arrangements are required for the work, including a realistic timetable. Members are asked for comments on the timetable.

4. RECOMMENDATION:

The Democratic Services Committee is requested to:-

- (i) consider the above and propose comments on the procedure

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.

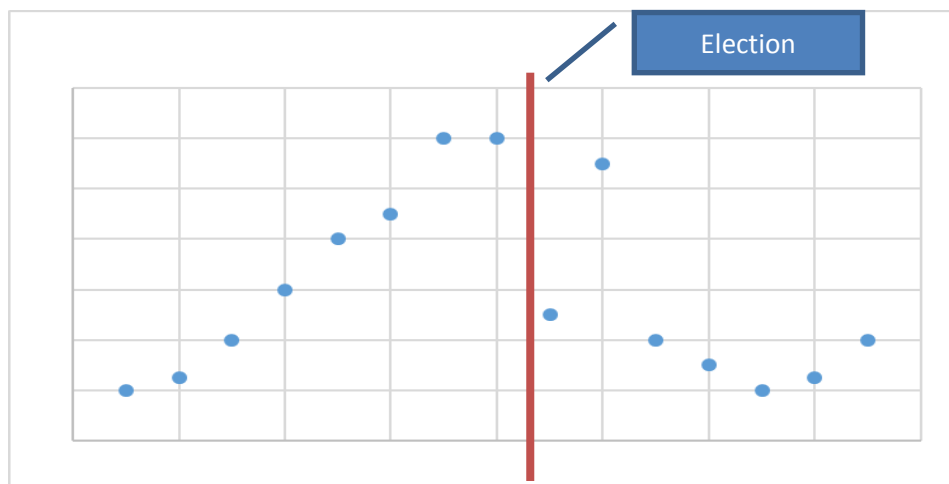
The following areas are proposed as standard items to be included:

- 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.

MEETING	Democratic Services Committee
DATE	12 February 2019
TITLE	Democratic Services Committee Meetings
PURPOSE	To consider the number of general Committee meetings held during the municipal year
AUTHOR	Vera Jones Democratic Services Manager

1. BACKGROUND

- 1.1 The aim of the report is to consider the number of the Committee's general meetings held during the municipal year.
- 1.2 In accordance with the requirements of the Local Government (Wales) Measure 2011, the Committee is required to convene at least once a year, however no maximum has been set. It is the Chair's responsibility to ensure that meetings are held as needed.
- 1.3 The members have already received a report on member training which notes there is a continuous cycle of Member training that follows the election term. The Democratic Services Committee's work also follows a cycle, with the peak of the cycle being the year prior to election and the year following election, and matters tend to level out in the interim. See the following image which seeks to explain the trend.



2. PATTERN OF DEMOCRATIC SERVICES COMMITTEE MEETINGS IN GWYNEDD

- 2.1 Two meetings of the Democratic Services Committee were held in 2017-18.
- 26 October 2017 where three items were discussed in 1 hour and 50 minutes
 - 12 April 2018 where seven items were discussed in 2 hours and 45 minutes.
- (See table in Appendix a for more details)

2.2 Three meetings of the Democratic Services Committee have been held in 2018-19 so far.

- 26 June 2018 where 4 items discussed in 1 hour and 45 minutes.
- 25 October 2018 where 1 item discussed in 35 minutes.
- 12 February, 4 items to be discussed

The Committee's next meeting is scheduled for 9th April 2019 (in 8 weeks time).

(See table in Appendix A for more details)

2.3 The patterns vary across Wales, but the majority of officers note that the Committee's work (and therefore the number of meetings) tends to increase and reach a peak in preparation for elections during the Council term.

3. NEXT STEPS

3.1 There is room to consider how many fixed annual meetings are required in the committees' calendar.

3.2 There is an opportunity to consider the current annual forward work programme, and to schedule meetings to coincide with the requirements of the work programme. It should also be borne in mind that a number of developments in the provision for elected members are taking place in light of the committee's sub-groups, which report back to the committee with recommendations. It would be possible to continue with such arrangements. In addition, should a special or specific meeting be required, this could be provided.

4. RECOMMENDATION

4.1 To seek the committee's opinion on the frequency and number of committee meetings.

Democratic Services Committee - May 2017 - December 2018

Number of Items and Length of meetings

DATA TABLE:

DATE	NUMBER OF ITEMS	WHICH ITEMS	DURATION OF THE MEETING	DURATION OF THE MEETING IN MINUTES
12 February 2019	4	Members training		
		Annual Reports		
		Number of meetings		
		Council Calendar		
25 October 2018	1	Consultation of the Independent Remuneration Panel for Wales	35 minutes	35
26 June 2018	4	Information Technology	1 hour 45 minutes	105
		Women in Democracy		
		Personal safety for members		
		Data Protection Regulations		
12 April 2018	7	Information Technology	2 hours 45 minutes	165
		Members' Enquiries		
		Member-officer Protocol		
		Member Training		
		DSC Annual Report		
		Financial remuneration for members		
		Annual Reports		
5 December 2017	0	cancelled	0	0
26 October 2017	3	matters arising by members	1 hour 50 minutes	110
		Personal Development interviews		
		Diversity Data		

MEETING	DEMOCRATIC SERVICES COMMITTEE
DATE	12 FEBRUARY 2019
TITLE OF THE REPORT	COMMITTEES CALENDAR 2019/20
PURPOSE	TO CONSIDER THE COUNCIL'S COMMITTEES CALENDAR FOR 2019/20
AUTHOR	GERAINT OWEN, HEAD OF DEMOCRATIC SERVICES

1. BACKGROUND

It is the Council's duty to ensure prior notification of the programme of committee dates for the year ahead. This draft calendar has been drawn with the intention of trying to ensure that committee dates are available for all.

To help members to fulfill their role effectively, Snowdonia National Park has been consulted on the Council's 2019/20 Committee draft calendar to ensure that there was no clashes between the meetings of the two organisations.

2. COMMITTEE MEETINGS CALENDAR 2019/20

This calendar schedules the dates of the Council's meetings for 2019/20. The dates are current committee dates for now, **it may be necessary to hold additional meetings in order to ensure smooth running of Council business.**

3. MEMBERS TRAINING

Some member training dates could clash with other meetings. To overcome the difficulty some members may face due to the clashes, additional training sessions have been added to ensure a choice of dates for members.

4. RECOMMENDATION

This Committee is requested to approve the Committees Calendar for its adoption by Full Council on 7 March, 2019.

2019 -2020	Meeting Time	May	June	July	August	September	October	November	December	January	February	March	April	May
COUNCIL	yp	2*		11			10		5			5		7*
	yp	7/21	11	2/23		10/17/24	15	5/26	17	14/21/28	18	10/31	21	
Member Training	yb/yp	15	26			18		27		8	12	18		
Scrutiny Committee – Education and Economy	yb/yp		20			19		21		23		19		
Scrutiny Committee -	yb/yp			4		26			12		6		2	
Scrutiny Committee - Care	yb/yp		6			12		14		30		26		
Audit Committee	yb		13	29			17				13			
Democratic Service Committee	yb/yp		25			3					11		9	
Planning Committee	yb/yp	13	3/24	15		2/23	21	11	9	6/20	10	2/23	20	
Joint Planning Policy Committee	yb/yp		14			6		15		24		20		
Central Licensing Committee	yb		3			2			9			16		
Standards Committee	yb		17					4		27				
	yp		19					6			5			
Language Committee	yb			9				7		16			23	
Local Joint Consultative	yb			5										
Employment Appeals Committee	yb/yp	17	21	19		13	11	8	6	17	14	13	10	
Pensions Committee	yp	23		29			24			16		12		
Porthmadog Harbour Consultative Committee	yr hwyr						9					11		
Pwllheli Harbour Consultative Committee	yr hwyr						15					17		
Aberdyfi Harbour Consultative Committee	yb						1					3		
Barmouth Harbour Consultative Committee	yb						22					24		
SCHOOL HOLIDAYS (for information only)		6 a 27-31	1	23-31	1-31		28-31	1	23-31	1-3	17-21		6-17	4 a 25-29

*Cyfarfod Blynyddol / *Annual Meeting
am - bore/morning pm – pnawn/ afternoon

•Yn ol yr angen / •As required
Am/pm – trwy'r dydd / all day

These are the current dates available, other meetings may be required in order to implement the Council's business.