



Complete Agenda

Democratic Service
Swyddfa'r Cyngor
CAERNARFON
Gwynedd
LL55 1SH

Meeting

DEMOCRATIC SERVICES COMMITTEE

Date and Time

10.30 am, TUESDAY, 9TH JUNE, 2015

Location

Siambr Hywel Dda - Council Offices

Contact Point

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(DISTRIBUTED: 2/6/15)

DEMOCRATIC SERVICES COMMITTEE

MEMBERSHIP (15)

Plaid Cymru (7)

Councillors

Annwen Daniels
Sian Gwenllian
Dilwyn Morgan
Vacant Seat

E. Selwyn Griffiths
Annwen Hughes
Michael Sol Owen

Independent (4)

Councillors

Lesley Day
Jean Forsyth

Thomas G. Ellis
Anne Lloyd Jones

Llais Gwynedd (3)

Councillors

Anwen J. Davies
Vacant Seat

Jason Humphreys

Labour (1)

Councillor Sion W. Jones

Aelodau Ex-officio / Ex-officio Members

Councillor Eric Merfyn Jones - Vice-chairman of the Council

A G E N D A

1. ELECTION OF CHAIRMAN

To confirm the decision taken by the Council at its meeting on 14 May 2015 to elect Councillor Tom Ellis as Chairperson of this Committee for 2015/16.

2. ELECTION OF VICE-CHAIRMAN

To elect a Vice-chairman for this Committee for 2015/16.

3. APOLOGIES

To receive any apologies for absence.

4. DECLARATION OF PERSONAL INTEREST

To receive any declaration of personal interest.

5. URGENT ITEMS

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

6. MINUTES

1 - 5

The Chairman shall propose that the minutes of the last meeting of this committee held on 10 March 2015, be signed as a true record.

7. ANNUAL REPORTS BY MEMBERS

6 - 9

To consider the report of the Head of Democratic Services.

8. MEMBERS' ATTENDANCE AND ALLOWANCES

10 - 11

To consider the report of the Head of Democratic Services.

9. TECHNOLOGICAL DEVELOPMENTS

12 - 13

To consider the report of the Head of Democratic Services.

10. PERSONAL DEVELOPMENT INTERVIEWS

14 - 18

To consider the report of the Head of Democratic Services.

11. THE WORK PROGRAMME FOR THE YEAR

19 - 21

To consider the report of the Head of Democratic Services on the proposed programme for the year.

DEMOCRATIC SERVICES COMMITTEE 10/3/15

Present: Councillor Lesley Day (Chair)
Councillor Thomas G. Ellis (Vice-chair)

Councillors: Annwen Daniels, Anwen Davies, Jean Forsyth, E. Selwyn Griffiths, Siân Gwenllian, Jason Humphreys, Anne Lloyd Jones, Sion Wyn Jones and Michael Sol Owen.

Officers: Dilwyn Williams (Chief Executive), Geraint George (Head of Strategic and Improvement Department), Arwel Ellis Jones (Senior Manager - Corporate Commissioning Service), Vera Jones (Members' Manager – Democratic Services), Huw Ynyr (Senior Manager - Information Technology and Transformation - for items 5 and 6 on the agenda) and Bethan Adams (Member Support and Scrutiny Officer).

Apologies: Councillors Annwen Hughes and Dilwyn Morgan.

1. DECLARATION OF PERSONAL INTEREST

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

2. MINUTES

The Chair signed the minutes of the previous meeting of this committee held on 9 December 2014, as a true record.

3. WEB-CASTING

Submitted – the report of the Head of Democratic Services sharing the latest information regarding web-casting developments. It was reported that the below meetings had been web-casted thus far, and an update was provided on the viewing figures:

Committee	Date	Live	Archive	Total
Planning Committee	12/1/15	82	186	254
Cabinet	13/1/15	23	89	106
Services Scrutiny Committee	12/2/15	7	55	60
Cabinet	19/2/15	23	53	73
Communities Scrutiny Committee	24/2/15	4	74	76
Full Council	5/3/15	35	71	98

Attention was drawn to the fact that most of the viewing happened through the archive site and that the archive figures were likely to increase.

During the discussion the following main points were noted:-

- That one 'hit' was registered as a viewer from each specific address;
- In response to a member's comments regarding web-casting all the Cabinet's meetings, it was noted that the decision to web-cast meetings of the Cabinet would be dependent on likely interest levels due to web-casting time restrictions;
- It would be beneficial to receive information in terms of what device was used to view the web-casts;

- In response to a member's enquiry regarding notifying the public of the meetings that were being web-casted, it was noted that a meeting would be held with the Communication Unit to identify advertising opportunities;
- People appreciated viewing discussions such as setting the council tax and praised the Council for web-casting;
- On members' requests, web-casting guidelines had been formed to assist them and not to encumber them.

RESOLVED:

- (i) to accept the report;**
- (ii) that enquiries should be made with the company responsible for the web-casting website in respect of the availability of information regarding what device is used to watch web-casts.**

4. MEMBERS' INFORMATION TECHNOLOGY REQUIREMENTS

It was reported that following receiving a great deal of observations from elected members regarding the need for further training on the use of i-pads, a session had been arranged with the Headteacher of Ysgol Gynradd Llanrug for around 10 members.

The Senior Manager - Information Technology and Transformation noted, following the Committee's decision at its meeting on 9 December 2014 that a group of members should trial a word processor on the i-pads, that he had sent an email to the Chair providing instructions on how to download the 'Pages' app. He added that the app would be circulated to other members that were part of the pilot.

A member noted that the i-pad worked well as a reader but that it was not ideal to create documents. In response, the Senior Manager – Information Technology and Transformation noted that 'Pages' was being trialled to see whether it would meet the needs of members.

Members' opinions were sought regarding requests that had been received from members to gain access to information through different technical equipment in addition to the i-pads provided by the Council. Attention was drawn that following changes to the Council's information technology system, to respond to additional security requirements, that setting up additional access to members would have an installation cost of around £30 and an annual cost of around £30 per device.

Members noted that there were difficulties regarding reading older e-mails on the i-pad and that it was not possible to print from the i-pad. In response, it was noted that the Council had invested in i-pads for elected members to facilitate their work and a possible solution would be sought for the problems highlighted by members.

A member noted that it could be possible to suggest an option for the members to pay the costs involved with access to information on their own other devices.

RESOLVED:

- (i) that requests from members for additional access to what is provided through the i-pads should be refused at this time;**
- (ii) to re-assess the requirements following the further i-pads training sessions.**

5. PERSONAL DEVELOPMENT INTERVIEWS

Submitted - the report of the Head of Democratic Services providing an update on the training that was provided at present along with training that was being arranged at present in order to respond to the requirements that had been highlighted when holding the personal development interviews.

It was noted that the 20 members who had been part of the arrangement were asked for their observations on the process and a fairly positive response had been received. It was added that a review of the procedure would be held in the future in terms of the benefit of the process for members and that the findings would be reported to the Committee in due course.

A member noted that practical training would be held on the use of social media rather than the protocol would be useful.

RESOLVED to accept the report.

6. ENGAGEMENT WITH MEMBERS

The Senior Manager – Corporate Commissioning Service noted that in accordance with the Committee's wish, a consultation had been held with members regarding the Council's general engagement arrangements as well as contact with councillors. It was reported that a task group had been established that included officers and elected members, and it had been concluded that two main matters should be focused upon, namely:

- Major Changes / Gwynedd Challenge
- Operational Liaison Arrangements.

The action steps that had been noted in the report were expanded upon.

In response to members' observations, it was noted that:-

- In terms of working at night, although Galw Gwynedd was not open outside working hours, it was still possible to send an e-mail to the call-in centre through Ymholiadau@gwynedd.gov.uk;
- It would be possible to feature e-mail addresses as well as phone numbers on the list of key contact points on Rhaeadr;
- It was necessary to increase the use of scrutiny beforehand, ensuring that the scrutiny work was timely;
- Members could be encouraged to contact through e-mail in the first place but that members would have the option to contact over the phone;
- Members saw the benefit of receiving a tracking number from Galw Gwynedd for enquiries to ensure that there was an identification path;
- In regards to respecting trust and confidentiality and consulting with local members beforehand, in terms of individual Cabinet Members' decisions the local member's observations would be requested on local matters prior to publishing a decision.

RESOLVED to approve the action steps subject to encouraging members to contact through e-mail in the first place if it is practical for them.

7. CONSULTATION PAPER ON REFORMING LOCAL GOVERNMENT

It was reported that Leighton Andrews AM, the Minister for Public Services had published a consultation paper on Reforming Local Government and observations on the paper were invited by 28 April 2015.

It was noted that all members had been notified of the consultation through Rhaeadr. An opportunity was given at this Committee and the Corporate Scrutiny Committee on 26 March for members to give their observations, before the Cabinet would formally approve the observations on behalf of the Council on 14 April.

In response to a member's question, the Senior Manager - Corporate Commissioning Service noted that individual members and political groups could respond directly to the consultation.

A discussion was held on the paragraphs listed in the report.

A specific observation was made that it was necessary to send a message to the Minister for Public Services that the Committee appreciated the opportunity to comment on this paper, but asking when it would be possible to see the result of the other discussions on the reorganisation of local government.

RESOLVED that the opinion of the Committee regarding the specific listed paragraphs was:

- Paragraph 3.1 - The arrangement of holding elections every four or five years should remain;
- Paragraph 3.2 - In favour of having members from different backgrounds on the Cabinet but of the opinion that it was a mistake to place a duty due to the risks involved. That specific work should be undertaken to improve the balance in terms of men and women on a Cabinet whilst acknowledging the Leader's right to appoint;
- Paragraph 3.4 - Support placing a duty on Councillors to publish an annual report;
- Paragraph 3.5 - Steps should be taken to encourage/promote diversity amongst Councillors, but uncomfortable with having procedures in place to enforce due to the complexity of cases. That it was necessary to undertake specific work on equality in terms of men and women within Local Government;
- Paragraph 3.6 - Support the review of the best way to pay Councillors;
- Paragraph 3.7 - When deciding on the number of councillors, the number of electorates and the nature of the area should be looked at, including populations that 'come and go', the rural nature of the area and the need to be a local representative rather than the number of electorates only;
- Paragraph 3.8 - That a limit should not be set on the number of terms that Councillors can serve;
- Paragraph 3.9 - Support introducing an arrangement of recalling Councillors in specific conditions;
- Paragraph 3.10 - Rules should not be slackened to allow local government officers to stand for election to become a councillor. Councillors in Local Government should not be stopped from serving as Community Councillors;
- Paragraph 4.2 - The need to look at Community Governance led by members is seen, but there is concern regarding an enforcement procedure;
- Paragraph 4.6 - The procedure where an individual can operate on the Main Council and Community Council should remain. Support preventing County Councillors from becoming a member of more than one Community Council.

8. IMPROVEMENT GRANT - WELSH GOVERNMENT

The Chair notified the members that Sarah Titcombe, Welsh Local Government Association (WLGA) had been in a car accident and suggested that a card should be sent to her wishing her a speedy recovery.

It was reported that following the Minister for Public Services' decision that the Welsh Government Improvement Grant would come to an end at the end of March 2015, this would lead to eliminating the WLGA Equality and Improvement Teams and the Local Government Data Unit.

It was noted that the information regarding the WLGA consultation on the Competencies Framework for members had been shared with members through Rhaeadr. It was reported that the framework would be formally accepted at the members' services officers' network meeting at the end of the month.

A member noted that the framework set a target for members but that it was necessary to acknowledge that it would be challenging for members to meet the requirements.

Reference was made to the WLGA Wales Charter for Member Support and Development, known as the 'Members Charter', and it was noted that as a result of deleting the teams that it is unlikely that it would be possible to gain the qualification. It was noted that it was considered that the elements included in the Charter were very important and that identifying and working towards the important elements of the Charter should continue in order to ensure that the appropriate support was developed for members.

RESOLVED:

- (i) to send a card to Sarah Titcombe wishing an early recovery;**
- (ii) to support the Head of Democratic Services to continue to identify the important elements of the contents of the charter to ensure that the appropriate support was being developed for Gwynedd Council members with a view to have all the important elements in place by the next Local Government elections.**

9. THE INDEPENDENT REMUNERATION PANEL FOR WALES' REPORT

It was reported that the Independent Remuneration Panel for Wales had published its report for the 2015/16 financial year. It was noted that the Panel had decided that there would not be an increase in the remuneration received by elected members of local councils, given the continuous restriction on local government spending.

RESOLVED to accept the report.

10. HEAD OF DEMOCRATIC SERVICES

The Chief Executive reported that the Head of Strategic and Improvement Department had been appointed to the post of Head of Democratic Services in May 2012 in accordance with the requirements under Section 8, Local Government (Wales) Measure 2011. It was noted that as a result of merging the Strategic and Improvement Department with the Human Resources Department that a new Head of Democratic Services needed to be appointed.

It was noted that the procedure that had existed since 2012 had worked well and that the sensible thing would be for the responsibility to fall on the Head of the new Department, namely the Corporate Services and Organisational Development Department from 1 April 2015 onwards.

RESOLVED to denote the Head of Corporate Services and Organisational Development Department as Head of the Council's Democratic Services from 1 April 2015 onwards.

The meeting commenced at 10.00am and concluded at 12.30pm.

Agenda Item 5

MEETING	Democratic Services Committee
DATE	9 June, 2015
SUBJECT	Annual Reports by Members
PURPOSE	To report on the proposals for the production of annual reports 2014/15
AUTHOR	Arwel Ellis Jones Senior Corporate Commissioning Manager Vera Jones Democratic Services Manager

1. The committee will be aware of the expectation on the Council to make arrangements for members to be able to produce an annual report if they so wish in order to support communication between elected members and the public by presenting factual information of activities. This is the third year where members are able to produce a report.

2. A pilot was undertaken in the first year (2012/13), resulting in the production and publication of annual reports by 8 members, bearing in mind that the annual reports are only one method of communicating with the electors. All members were encouraged to produce a report last year (13/14), with an increase in the number produced and published, up to 26 in total. Note, a number of other Councils take a much harder line, placing a clear expectation on members to produce such a report. In addition, it must be acknowledged that little information is provided to residents about the role of councillors.

3. One important factor in the link between the annual reports and the white paper which was discussed recently. The White Paper consulted on changing the status of the annual reports to statutory. In addition, it also consulted on the proposal to publish information with regards to members' attendance in meetings/training separately to producing the information only in the annual reports. The Committee will recall that it agreed that the production of such reports should be mandatory for all members; the Cabinet agreed with that view and that is now the public view of the Council on that issue, a view that has been communicated to the Welsh Government.

4. In another report before this committee, I explain the intention to draw particular attention to the roles of members in an edition of Newyddion Gwynedd, the edition where members' salaries are to be published. Subject to the views of the committee, the intention is to draw particular attention to whether or not members have produced an annual report, in that edition. In addition, the committee is invited to present its views on publishing data about attendance in the same edition.

5. As you are aware, a template has been prepared, with some details pre-prepared to enable members to complete the reports more easily. A template has been sent to all Members, with a request to produce their report (one language only) by the **end of June**

at the latest. A copy of the template for the 2014/15 Annual Reports is attached as Appendix 1.

6. The committee's views are sought on the proposals suggested.

**ANNUAL REPORT
2014/15**

Councillor: XXXXXXXX		Group: XXXXXXXX	
Ward: XXXXXXXXX			
Role and responsibilities: <i>e.g. Chairman of XXXXXXXXX, and member of The Council, XXXXXXXX Scrutiny Committee, and any other committee.</i>			
Purpose of the annual report: The aim of the Annual Report is to assist the electorate to become better informed of the work and activities of their elected local authority member during the year.			
I attended the following Committees: <i>e.g.</i>			
COMMITTEE	PRESENT	ABSENT	APOLOGY
<i>The Council</i>	<i>4</i>	<i>0</i>	<i>0</i>
<i>XXXXX Scrutiny Committee</i>	<i>4</i>	<i>0</i>	<i>1</i>
<i>XXXXX Committee</i>	<i>4</i>	<i>0</i>	<i>0</i>
<i>Any other committee</i>	<i>1</i>	<i>0</i>	<i>0</i>
Percentage of Attendance: 93%			
I participated in the following additional meetings, seminars, investigations and workshops: <i>e.g. Scrutiny Forum Scrutiny Investigation Strategic Plan Workshop Savings Workshop</i>			
I represented Gwynedd Council on the following outside bodies: <i>e.g. Snowdonia National Park Authority North Wales Fire and Rescue Service Ysgol Hirael (School Governor)</i>		I represented Gwynedd Council in the following meetings: <i>e.g. Joint Member Support Officer / Lead Member Support North Wales Probation Trust</i>	
I attended the following Learning and Development training sessions: <i>e.g.</i>			
Corporate			
Authority and Schools Performance Data	<i>Date</i>		
School Governance and Child Protection	<i>Date</i>		
Housing Letting Policy and Statutory Responsibilities	<i>Date</i>		
Propriety Matters and Planning Appeals	<i>Date</i>		
Corporate Parenting Panel	<i>Date</i>		
Additional			
I-pad	<i>Date</i>		
Effective Chairing Skills	<i>Date</i>		
Dealing with the Press	<i>Date</i>		
Total Number of hours: 24			

The following constituency activities were held:

The following initiatives and activities were held:

Agenda Item 6

MEETING	Democratic Services Committee
DATE	9 June, 2015
SUBJECT	Members' Salaries and Attendance
PURPOSE	To update members on the publication requirements and the Council's plans for meeting those requirements
AUTHOR	Arwel Ellis Jones Senior Corporate Commissioning Manager Vera Jones Democratic Services Manager

PUBLICATRION REQUIREMENTS

1. Members' salaries are a matter of clear public interest. Of course, those salaries are set by the Independent Panel on Financial Remuneration, a fact that distances the decision on those allowances from the councillors themselves, a matter that this Council and others had been seeking for years.

2. In announcing those allowances, the Independent Panel does place responsibilities on the Council to publish the salaries paid, There are two elements to this:-

REQUIREMENT	TIMETABLE
Publish information on the salaries to be paid in 2015/16	By 31 July
Publish information on the salaries and expenses paid to members in 2014/15	By 30 September

THE PLANS FOR PUBLICATION

3. Following the Annual Council Meeting on 14 May 2015, all the appointments to posts that carry an additional salary will have been made soon following the confirmatiuon of Chairs for the year. We will therefore be publishing the Council's proposals soon, doing so on the Council's web-site and sending the information directly to the Panel.

4. With the information on payments made during 2014/15, the plan this year is to do so in an edition of Newyddion Gwynedd, if the timetable allows. However, there have been concerns in the past that the information had been published out of context.

5. The intention this year, like last year, is to do something similar to last year by including a section in Newyddion Gwynedd on the work of members, explaining their work and different responsibilities amongst other issues, with the information on salaries and whether or not a member has produced an Annual Report. In a different report to the Committee, we are consulting if we should also include data about members' attendance in the same edition.

6. In this context also, concerns have been raised over the past few months on the levels of attendance at committee meetings. This has been discussed extensively at a meeting with all the Political Group Leaders and their attention has been drawn to areas of concern about member's attendance, so that those issue can be addressed.

OBSERVATIONS

7. The committee's views on these proposals are sought.

Agenda Item 7

MEEETING	Democratic Services Committee
DATE	9 June, 2015
SUBJECT	Technological Developments
PURPOSE	Update Members on Information Technology matters
AUTHOR	Arwel Ellis Jones Senior Corporate Commissioning Manager Vera Jones Democratic Services Manager

I-pad provision

1. Numerous discussions have been held in the Democratic Services Committee about information technology and the i-pads. At the last meeting, it was decided that further training would be arranged by the training unit with an independent specialist to assist members to make better use of their i-pads.

2. We have experienced some problems identifying possible dates for various reasons. By now, however, I can report that the first session will be held on Friday, 26 June, 2015. As agreed, the first session will be run as a pilot, and will be restricted to 8 elected members. Subject to the feedback from the pilot session, further sessions will then be arranged. It is likely that they will be for small groups, and we will consider training requirements, language requirements and location as we make arrangements.

3. Please note, if any members require technological assistance, please contact the IT helpdesk on 01286 679114. If a member would like further assistance to make better use of the i-pad, please contact Cara in the training unit to arrange a 1-1 session.

Modern Gov

4. Modern Gov is an electronic Committee Management System. A decision was made to purchase the system in order to improve the following elements:

- The workflow of committee papers and Members' Services
- The method of publishing material on committees, etc., on the Council's new web-site which would offer more benefits than seeking to use the new web-site to undertake the same work.

5. The system will enable us to administrate committees more effectively, and the benefits also include being able to merge with the Council's web-casting system. Other clear benefits include:

- The system has been extensively market-tested by other councils with the vast majority of Welsh councils and the Welsh Government using it

- Neighbouring councils already using the system, facilitating co-operation across council and lose, if councils amalgamated, this could be dealt with easily
- Full conformance with the requirements of the Council's Language Policy
- The ability to link to the Council's Web-casting System
- The Web Development Team welcome this as a better means of meeting the needs of the democratic elements of the Council's web-site

6. The costs for purchasing the system have already been met through resources earmarked from the Council's Strategic Plan funds.

7. Background preparation work is due to start very soon. Training Sessions will be organised for elected members in November about the system and how to use it.

Community and Town Council Websites.

8. A verbal report to be given by the Senior Information Technology Manager.

OBSERVATIONS

- The committee is invited to comment on the above

Agenda Item 8

MEETING	Democratic Services Committee
DATE	9 June, 2015
SUBJECT	Personal Development Interviews
PURPOSE	To present the latest information on the latest developments on the Council's proposals
AUTHOR	Arwel Ellis Jones Senior Corporate Commissioning Manager Vera Jones Democratic Services Manager

1. The committee is aware that the Council must have a system whereby members are offered a personal development interview. The 2011 Local Government Measure insists that councils offer a process for members to assess their development needs.

2. Please note, this is not a system to assess the performance of members outside the Cabinet but an opportunity to have a completely confidential discussion about development needs. The position with the Cabinet is different because there will be a separate arrangement for Cabinet members, and this is likely to include an assessment of their performance.

3. The committee has already discussed the matter, and you will remember a previous report in the last meeting outlining

- The themes which were identified from the reviews, which are now influencing this year's training programme.
- Members opinion about the informal interviews/discussions.

4. We have also asked members who took part in the reviews if they feel that they have benefited from the process. A small number of members responded to the questionnaire, and drawing a conclusion is hard as a number of members have included comments and responses which were not relevant to the specific questions. The comments are variable, from the positive:

"very helpfull and confidence building, and being confidential, very beneficial "

"I see the interviews as a positive thing"

to more negative comments, such as:

"I'm still rather unsure as to the point of the whole exercise"

"Don't need any training, get my own Training working with the public"

5. To enable members to have the opportunity to discuss their personal development, arrangements are now in place to hold interviews with any member who wants to.

6. The next steps will be:-

- A letter to be sent to each member reminding them of the offer of an interview, including a template which could be used as a basis for the interview (a copy of the template is attached as Appendix 1)
- Ask members to confirm by e-mail or phone whether they wish to have such an interview
- For members responding positively, we will distribute a letter confirming the location of the interview, and enclosing the relevant member job-description
- Members to be complete the template if they wish to or simply to use it as a briefing note for themselves
- The interview takes place (September to December) and agreement reached on development and learning needs
- Meeting those needs in line with the previously agreed guidelines

6. The committee's observations on these proposed arrangements are invited.

Preparing for a Personal Development Review.

This form offers a possible format for the interview. You may use it as a framework to think about prior to the meeting or, if you wish, you may fill it in and bring it to the meeting.

This form is confidential to you and the person who is conducting your review except for the final sheet which will be used by member support officers for your personal development plan and to prioritise activities for the Authority's training programme.

1. What are my current roles and responsibilities? (e.g. the council executive/cabinet portfolio, overview and scrutiny member, chair, member of a statutory committee such as planning, licensing etc. In the community, ward member/community leader)

2. What specific tasks do I need to achieve this year? What do I plan to do? By when?

3. What do I need to know about and be able to do to undertake my role and deliver my plans? (Your role description, person specification and the member development framework/questionnaire may help you here)

4. What aspects of my role am I confident in?

5. Where am I less confident?

6. What might prevent me from undertaking my role effectively? (consider any personal, organisational or political issues which might be a barrier to success)

7. What learning and development have I undertaken this year?

8. What have I learned and been able to achieve as a result of this learning and development?

9. What additional learning and development would be useful, use the table below.

Areas that I would like to develop are:	Preferred method of development (e.g. visits to other authorities, peer networking, practical workshops, e learning etc.)
Skills (e.g. meeting management, questioning techniques, media interviews,	
Knowledge (e.g. the code of conduct, equalities, the planning process, local policy etc.)	

Preparing a development plan and training programme

Area for Development	How	Priority

Agenda Item 9

MEETING	Democratic Services Committee
DATE	9 June, 2015
SUBJECT	Draft work programme
PURPOSE	Present a draft work programme for the Committee to consider a forward work programme for the year ahead.
AUTHOR	Arwel Ellis Jones Senior Corporate Commissioning Manager Vera Jones Democratic Services Manager

1. Forward planning in any field is considered as good practice. It leads to better and more efficient planning and ensuring that timely consideration is given to important matters with regards to ensuring the appropriate level of support is given to enable members to fulfil their roles to the best of their ability. It also means that all are aware of what will be discussed and when.
2. However, in an ever changing world, it is very important that any forward work programme is a live programme – that the work programme is not set in stone, it can be adjusted at any time should important issues that we are not currently aware of arise, leading to timely discussions and consideration by the committee should it be required
3. Below is a draft of the work programme, including matters to be discussed and a proposed outline of the timetable for the committee to consider.

VIEWS

4. The views of the Committee are sought on the proposals.

Number	Item	What is required of the Committee?
9th June 2015		
1.	Member's Annual Reports – present the arrangements for the annual reports for 2014/15	Ask the committee's views on the arrangements.
2.	Members remuneration and attendance – present the requirements and arrangements for members salaries. Discuss the possibility of publishing members attendance.	Raise awareness of the arrangements and discuss the possibility of publishing members attendance.
3.	Personal development reviews – present arrangements for this year.	Ask the committee's views on the arrangements.
4.	Town and Community Council websites – present an update of the support offered to the councils.	For information.
5.	Work programme – present a draft of the work programme for the year.	Discuss the work programme and timetable and come to an agreement.
29th September 2015		
6.	Member's Annual Reports – report on the reports published for the 2014/15 period.	For information.
7.	Members remuneration and attendance – information with regards to members salaries, costs and attendance for the period 2014/15 prior to publishing in Newyddion Gwynedd.	For information.
8.	Information report from the diversity sub-group. Present an update to the committee along with the work programme developed.	Discuss the developments made by the Group and seek the committees views on the direction of travel.
9.	Members Charter. Present an update on the Members Charter – report if any specific work is still to be finished.	Discuss the way forward if further work is required for the Charter.
10.	IT matters. – report back on the 'pages' pilot and the pilot for the further i-pad Training.	Discuss the matters and establish a way forward with regards to IT issues.
11.	Modern Gov – report on the development and the work programme.	Discuss the work programme and direction of travel.
8th December 2015		
12.	Web-casting. Report on the year to date and discuss the way forward.	Consider the way forward and the cost implications involved.

13.	Remote attendance. Update on the requirements and any developments in Gwynedd.	Discuss with the committee with regards to the way forward in Gwynedd.
14.	Personal Development Reviews – report on the interviews held in the period September – December and the Training fields identified.	Consider the Training programme, and how to promote better attendance in Training session and the Personal development reviews.
15.	Modern Gov – update on item 11	Consider the way forward.
16.	Presentation by the Chair of the Standards Committee.	Report on the committee's work field.
29th March 2015		
17.	Arrangements for elections. Present ideas about the arrangements required in order to prepare for the elections in May 2017.	Discuss the work to be undertaken, and maybe form a sub Group to implement.
18.	Committee's annual report – present a draft of the report which is to be presented to full Council.	Assess the achievements and work still in progress by the Committee.

Other matters which will need to be discussed where a date is to be set for the discussion:

- Information Technology – likely to be a continuous agenda item
- Boundary Commission – report the latest on the commission's work, with the implications to Gwynedd and the timescale for implementation.
- Report on the latest following the 'white paper consultation' on Local Government Reform.
- Identify the requirements for the Training programme for elected members