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| 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: