

MEETING	Democratic Services Committee
DATE	20/09/2016
PURPOSE	Update the Committee members on the latest developments and the work of the Local Government elections focus group (May 2017).
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1. BACKGROUND

- 1.1 At the Democratic Services Committee meeting held on 22 March 2016, the committee was asked to nominate 4-5 members who would be willing to be members of the focus group to assist with the preparations for the Local Government Elections (to be held in May 2017).
- 1.2 It was decided that a focus group be set up, to include Councillors Annwen Daniels, Selwyn Griffiths, Jason Humphreys, Michael Sol Owen and the Cabinet Member responsible for Democracy, Councillor Dyfrig Siencyn.
- 1.3 Three work streams were identified for the Local Government elections preparatory work, namely:
- Preparing candidates
 - Induction and training programme
 - Electronic considerations
- 1.4 Please note, the work of the focus group supports and is linked with the work of the Diversity Sub-group; both are presenting a separate progress report to the committee meeting.

2. DEVELOPMENTS TO DATE – preparing candidates and induction programme

- 2.1 The focus group met on 14 June to discuss the first two elements: preparing candidates; and the induction / training programme for the May 2017 period onward. Councillors Annwen Daniels, Selwyn Griffiths, Michael Sol Owen and Dyfrig Siencyn were present. The result of their work is as follows:
- Preparatory sessions for elected members - **Appendix A**
 - Induction programme for members - **Appendix B**
- 2.2 In considering what to include and how to arrange the above activities, the group considered the 2012 arrangements, messages from elected members deriving from the personal development interviews, and consulted with the Council's Business Group.

- 2.3 The Democratic Services Committee is asked to discuss and adopt the draft plans as noted in Appendix A and Appendix B.

3. DEVELOPMENTS TO DATE – Information Technology

- 3.1 In order to ensure sufficient time to consider the different factors, the focus group met to discuss the electronic provision in a separate session in July. Councillors Annwen Daniels, Selwyn Griffiths, Michael Sol Owen and Dyfrig Siencyn, were present, along with Huw Ynyr, Information Technology Senior Manager and Urien Huws, Information Technology Desktop Engineer with expertise in the field for the benefit of members.
- 3.2 During the meeting the members considered their needs/ requirements (i.e. what is required from the electronic provision), and were able to compare 4 different electronic devices. It is a very complicated field, and it became evident early on that the focus group would not be able to come to any conclusions during the session. Further work is required in this field with another meeting arranged for October 2016. Further information is available in **Appendix C**.
- 3.3 To assist the focus group with their work of considering IT provision, it would be very useful if the Democratic Services Committee could
- a) Endorse the requirements for the IT provision (discussion on Appendix C, point 1)
 - b) Discuss the benefits and disadvantages of providing one standard provision for all members or a choice of provision (discussion on Appendix C, point 5)
 - c) Share their initial thoughts about what information (if any) members require if we developed a specific site, eg a Councillor intranet site

4. NEXT STEPS

- 4.1 The Democratic Services Committee has been asked to consider the developments thus far and discuss as noted in 2.3 and 3.3 above. A further update will be reported at the next meeting on 29 November 2016.
- 4.2 In addition to the above, we are aware that not all current members will choose to stand in the May 2017 elections. We are also aware that important information needs to be gathered from members who either decide not to stand, or, indeed from those who do not succeed in being re-elected. The group will consider the arrangements for those members at their next meetings.

Appendix A - Awareness Raising Sessions Work Programme

PREPARING CANDIDATES FOR THE MAY 2017 ELECTION

BACKGROUND

1. Following Personal Development Interviews with individual members and discussions at the Democratic Services Committee in 2014/15, the need to better prepare people to become county councillors was identified - targeting potential candidates prior to the submission of nominations, so that they understand what faces them if successful.

THE PROPOSAL

2. To aim for the County Council elections on 4 May 2017, bearing in mind that the Notice of Election would be published 6 weeks beforehand, around 23 March.
3. It is intended to hold a series of sessions for people who are considering standing as candidates around January 2017.
4. It is intended to publicise these sessions as widely as possible, using social media, party links and the community council's mailing lists to try to attract as much interest as possible in the meetings
5. It is proposed to hold 3 evening meetings: one in Arfon, one in Dwyfor and one in Meirionnydd, with specific information packs to be shared and distributed at the meetings.

ORDER OF THE MEETINGS

Welcome	A brief introduction, possibly by the Chair of the Area Forum
Being a Councillor	Presentation by Arwel Jones on:- <ul style="list-style-type: none">• The Responsibilities of the County Council (as opposed to community councils)• The role of the Local Member and the institutional role within the Council (time requirements)• Expectations regarding technology, etc.
New Member's Experience	A 10 minute talk from a new member (different in the three areas) about his/her experiences in 2012
Structure of the Council	An explanation from Arwel Jones of the political arrangements (Cabinet / Scrutiny / Committee Arrangements)
Members' Conduct	A presentation from Iwan Evans / Sion Huws on the Gwynedd Standard and the Code of Conduct
Salary and Expenses	An explanation from Arwel Jones on the Arrangements for Salaries and Expenses
The Electoral Process and the Nomination Procedure	An explanation from Raymond Harvey about the electoral process, key dates and forms to be completed
Induction requirements for new members after the election	New members will be required to attend an induction meeting on Tuesday and Wednesday 9 and 10 May, 2017 in Caernarfon. Introduction of the order of the days and their introductory requirements e.g. bank details

NB Fairly informal, allowing people to ask questions during the presentations

Appendix B - Possible Induction Programme

Members' Induction - May 2017 Elections.

Tuesday, 9 May and Wednesday, 10 May, 2017.

Principles:

- Learning tends to be more effective in smaller groups, so, an "information fair" format is recommended
- combination of experienced and new members in each group (promoting informal mentoring)
- It must be ensured that Members are made aware of where to find more information.
- Further sessions can be arranged if a member so wishes

Summary.

1st Day, 9 May, 2017:

10 - 11 Welcome and introduction to the Council.

11 – 12 Group visits to the stands.

12 – 1 Lunch break.

1 – 2 Group visits to the stands.

2 – 3 Group visits to the stands

3 – 4 Presentation by 4 Heads of Service

2nd Day, 10 May, 2017:

10 – 11 'Tour' of the chambers for new members

11 – 12 Group visits to the stands.

12 – 1 Lunch break.

1 – 2 Group visits to the stands.

2 – 3 Presentation by 5 Heads of Service

Further Details / Explanations

TITLE	LOCATION	MATTERS TO BE ADDRESSED	OFFICERS	COMMENTS/CONSIDERATIONS
Welcome by the Chair and introduction by the Chief Executive (10 – 11 a.m.)	Siambr Dafydd Orwig	<ul style="list-style-type: none">• Welcome by the Chair of the Council• Chief Executive's Welcome.• Introduction to the principles of Ffordd Gwynedd.• A brief introduction to the 'Council's situation'— where we are in terms of savings etc.• The role and work of members• Explanation of the order of the day / next days, i.e. the information Fair - see below.	Chairman of the Council. Chief Executive.	

INFORMATION FAIR

Members will split into 5 groups.

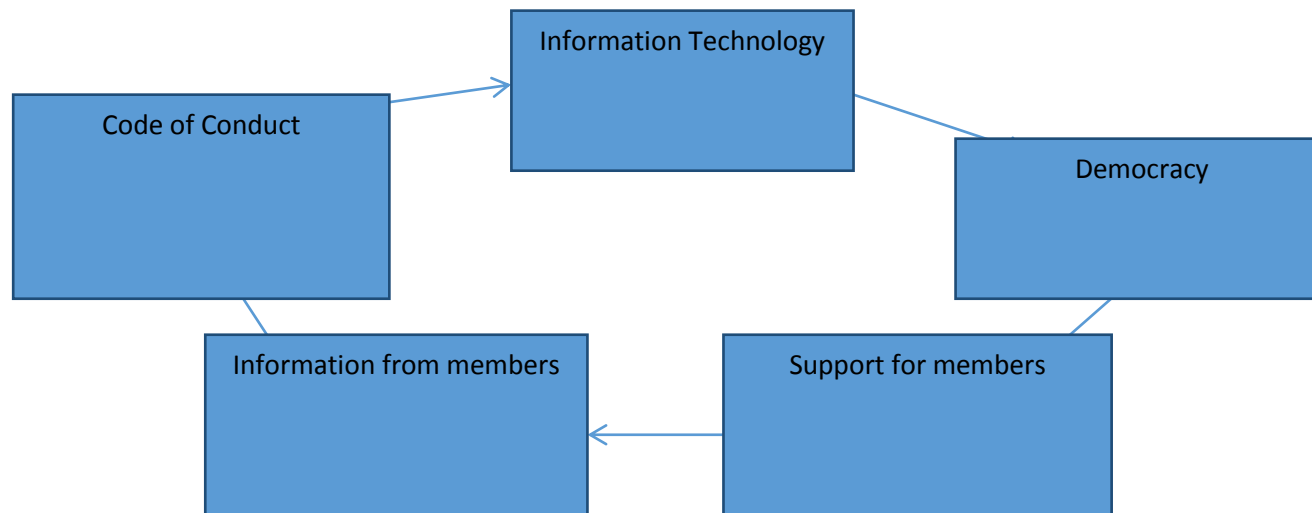
It is suggested that each group spend an hour at each stand.

Each group will begin at one stand and will then move on to the next stand in the circle.

All members will visit three stands on the first day, and two on the second day (giving everybody an opportunity to visit every stand over the course of the two days).

Linguistic needs will need to be considered; one non-Welsh speaking group is suggested.

Ushers will be needed to take members from one stand to the next.



DETAILS ABOUT THE 'STANDS'

TITLE	LOCATION	MATTERS TO BE ADDRESSED	OFFICERS	COMMENTS/CONSIDERATIONS
Information Technology	Siambr Hywel Dda	<ul style="list-style-type: none"> • Receive equipment • Sign a contract • Return old equipment • Mini/basic training on new equipment and arrange further IT training if required • Modern.gov 	Huw Ynyr Bryn Goodman Urien Huws Sion M Owen	What equipment we give members depends on the work of the sub-group.

TITLE	LOCATION	MATTERS TO BE ADDRESSED	OFFICERS	COMMENTS/CONSIDERATIONS
Democracy in the Council	Daron	<ul style="list-style-type: none"> • Democracy in general - the big picture (Welsh Government, local Government etc.) • The Council's structure in terms of committees - Council, Cabinet, Scrutiny • A brief introduction to the role of the other committees • Corporate governance - Council officers etc. • Political groups and political balance 	Geraint Owen Arwel Ellis Jones Vera Jones	Need to ensure that the information describing committees is straightforward and available on the website (and for the pre-election sessions).

TITLE	LOCATION	MATTERS TO BE ADDRESSED	OFFICERS	COMMENTS/CONSIDERATIONS
Support for members	Peris	<ul style="list-style-type: none"> • Training • Personal Development interview • Where to find further information e.g. Rhaeadr and e-gwynedd 	Carey Cartwright Cara Williams Sarah Scott	Various activities within one room.

TITLE	LOCATION	MATTERS TO BE ADDRESSED	OFFICERS	COMMENTS/CONSIDERATIONS
Receiving information from members	Enlli (Mawddach to take photographs)	<ul style="list-style-type: none"> • Take a photograph • Arrangements for access passes • Travel costs, care costs, salaries, pensions etc. • Submit their bank details 	Mari Powell Jones. Photographer. Other staff.	Various activities in one room. Take photographs – Ystafell Mawddach

		<ul style="list-style-type: none"> • Opportunity to discuss special requirements 		
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TITLE	Location	MATTERS TO BE ADDRESSED	OFFICERS	COMMENTS/CONSIDERATIONS
Code of Conduct	Gwyrfai or Llyfni	<ul style="list-style-type: none"> • Information presentation session and an opportunity to asks questions • Present a hard copy of the code of conduct • Key Principles • Registration of interests • Explain the declaration of interests at meetings and the requirements upon them • Social Media Protocol • Sign to accept the position 	Iwan Evans and Sion Huws	Refer to where to find further information. Practical examples.

At the end of both days, there will be a short presentation by Heads of Service about the main duties of their services. All members will reconvene at Siambr Dafydd Orwig for these sessions at 3 o'clock on 9 May and 2 o'clock on 10 May.

TITLE	Location	MATTERS TO BE ADDRESSED	OFFICERS	COMMENTS/CONSIDERATIONS
Presentation by the Services	Siambr Dafydd Orwig	<p>Each Head will have a 10 minute slot to outline:</p> <ul style="list-style-type: none"> • The service's main responsibilities • Service structure • Contact details • Main challenges facing the service <p>The relevant Heads will be available at the end of the session to answer any further questions from individual members.</p>	<p>Day 1: 4 Heads</p> <p>Day 2: 5 Heads</p>	There will be a need to refer members to where to find further information.

At the beginning of the 2nd day, 10 May, there will be an opportunity for new Members to take a 'tour' of the chambers and receive a short presentation on the systems within. It is important that all new members make the effort to attend this session in order to become aware of arrangements before the first meeting of the new Council to be held on 18 May 2017. Experienced members are also welcome.

TITLE	LOCATION	MATTERS TO BE ADDRESSED	OFFICERS	COMMENTS/CONSIDERATIONS
'Tour' of the chambers Day 2. 10 – 11 a.m. New Members	Convene in Siambr Dafydd Orwig	<ul style="list-style-type: none"> • Introduction to Siambr Dafydd Orwig and Siambr Hywel Dda • Try the voting system • An introduction to web-casting and guidelines, and see examples • Visit the tea and coffee area, Siop Gwynedd (probably no time to visit Penrallt) 	Democratic Services Team	Consideration to holding an event at an alternative location to the headquarters - following the initial meetings. E.g. remote attendance by video conferencing and/or Penrhyn

After the first days

Below are the subsequent sessions that will need to be scheduled (within 6 months / year) Other possible additional titles.

- Training for chairs (a simple version of the current training)
- Introduction to the Council's main policies and strategies
- Equality
- Safeguarding
- Data Management
- Corporate Parenting
- Finance - the Council's financial arrangements e.g. where does our funding come from? Understanding of revenue, capital, balances etc.
- Developing the new Cabinet - specific training
- Planning (immediate for Planning Committee Members prior to first meeting) and within few weeks for members who are not committee members
- Social Media
- Personal development interviews and annual reports
- Social Services and Wellbeing Act (Wales)
- Decisions for Future Generations (Well-being of Future Generations Act)
- Outside Bodies

Appendix 3 – IT Requirements for Members

Electoral Focus Group May 2017 Meeting 2 - possible electronic equipment

Date – 06/07/2016

Present - Councillors Annwen Daniels, Selwyn Griffiths, Michael Sol Owen and Dyfrig Siencyn.
Officers - Huw Ynyr, Senior Information Technology Manager, Urien Huws, Information Technology Desktop Engineer, Arwel Ellis Jones, Senior Corporate Support Manager, Vera Jones, Democratic Services Manager, Sion Owen, Member Support Officer.

1. Needs were considered (i.e. what is required of the electronic provision)
 - ✓ Receive e-mail
 - ✓ Read documents with ease
 - ✓ Calendar
 - ✓ Portable
 - ✓ Handle/edit documents (for some)
 - ✓ Send photographs? (for some)

(Note, it must be remembered that a provision for handling documents from a home computer is currently being offered for editing documents)
2. 4 devices were assessed against the above criteria during the meeting: iPad Air 2, Lenovo L450/460, Lenovo x250, Surface Pro.
3. Two devices, the iPad Air 2 and the Surface Pro, currently top the list. The focus group believe, however, that more work is needed before a conclusion can be reached, asking officers:
 - a) To find out the intentions of other authorities in Wales in terms of device and cost
 - b) To find out about the next Apple release, and its next new device (which is likely to happen around October 2016)
 - c) To arrange for Focus Group members to trial the devices so that they can come to a fairer conclusion.
4. The above work is under way at present, with a further meeting to consider the matters in a, b and c above arranged for October 2016.
5. Further, the focus group was asked to consider three ways of handing out the equipment, which means, either:
 - i) Providing one standardised piece of equipment to all members
 - ii) Allowing each member to choose equipment
 - iii) Providing equipment according to a member's duties (e.g. different for a Cabinet Member)
6. The group began to identify the advantages and disadvantages of the above. Consideration will undoubtedly be given at the next meeting and when any equipment is being trialled, so that a conclusion can be reached and recommendations presented on the electronic provision. Recommendations are expected to be reported to the Democratic Services Committee on 29 November 2016.

7. The group will also try to finalise the practical arrangements for distributing new equipment, putting guidelines in place in the event that a member ceases to be a member, and considering arrangements for collecting current equipment (dependent on the option selected for the future).