

Public Pack

**Pennaeth Gwasanaethau Cwsmeriaid a Chorfforaethol/
Head of Corporate and Customer Services**
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Eich Cyf/Your Ref
Ein Cyf/Our Ref
Dyddiad/Date Friday, 1 July 2016
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Dear Councillor

You are requested to attend a **Meeting** of the **DEMOCRATIC SERVICES COMMITTEE** of **Wrexham County Borough Council** to be held in **MEETING ROOM 1, GUILDHALL** on **THURSDAY, 7 JULY 2016** at **10.00 am** for the transaction of the business specified below.

Yours faithfully

Head of Corporate and Customer Services

AGENDA

- 1 **Apologies for absence**
- 2 **Declarations of personal interests, if any**
- 3 **Confirmation of Minutes**
To confirm as a correct record the Minutes of the Meeting held on 3 March 2016.
(Pages 3 - 8)
- 4 **Member Development Programme 2016/17 - Update**
To consider the report of the Head of Democratic Services (Pages 9 - 14)
- 5 **ICT Survey**
To consider the verbal report of the Head of Democratic Services
- 6 **Member Annual Reports**
To consider the verbal report of the Head of Democratic Services.

*Rydym yn croesawu gohebiaeth yn Gymraeg.
Byddwn yn ymateb i unrhyw ohebiaeth yn Gymraeg ac ni fydd hyn yn arwain at unrhyw oedi*

*We welcome correspondence in Welsh.
We will respond to any correspondence in Welsh and this will not lead to any delay.*



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7 Forward Work Programme

To consider the report of the Head of Democratic Services (*Pages 15 - 18*)

8 Any other items which the Chair decides are urgent

TO: THE CHAIR AND MEMBERS OF THE DEMOCRATIC SERVICES COMMITTEE

Councillor	Andrew Bailey	Councillor	Bernie McCann
"	William Baldwin	"	Carole O'Toole MBE (Chair)
"	Brian Cameron	"	Mark Owens
"	Mrs Dana Davies	"	John Phillips
"	T Alan Edwards (Vice-Chair)	"	Barbara Roxburgh
"	D J Griffiths	"	Derek Wright
"	Lloyd Kenyon		

Item 3

**MINUTES OF A MEETING OF THE DEMOCRATIC SERVICES COMMITTEE
HELD IN MEETING ROOM 2, GUILDHALL ON
THURSDAY, 3 MARCH 2016**

MEMBERS

Councillor Carole O'Toole MBE, Chair
Councillor T Alan Edwards, Vice-Chair

Councillor	Andrew Bailey	Councillor	* Bernie McCann
"	William Baldwin	"	Mark Owens
"	Brian Cameron	"	John Phillips
"	Anne Evans	"	Barbara Roxburgh
	D J Griffiths		Derek Wright
	Lloyd Kenyon		

*Absent

Also Present – Councillor David A Bithell

15 APOLOGIES FOR ABSENCE

An apology for absence was submitted on behalf of Councillor Bernie McCann.

16 DECLARATIONS OF PERSONAL INTERESTS, IF ANY

The Head of Democratic Services provided advice to Members in relation to the following item of business:

Agenda Item 6 - Independent Remuneration Panel for Wales.

The Monitoring Officer advised that all Members appeared to have a personal and prejudicial interest in respect of Agenda Item 6 which dealt with Member allowances and it would be advisable that they all declared such an interest in this matter. All Members present, apart from Councillor Carole O'Toole agreed to declare a personal and prejudicial interest in Agenda Item 6 but claimed the exemption against it being a prejudicial interest contained in paragraph 12(2)(b) of the Member Code of Conduct. Councillor Carole O'Toole gave notice of her intention to declare a further personal and prejudicial interest in respect of this Agenda Item for reasons other than being a Member of the Council.

17 CONFIRMATION OF MINUTES

The Minutes of the meeting held on 29 October 2015 were submitted.

AGREED – That the Minutes of the meeting held on 29 October 2015 be received and confirmed as a correct record.

MEMBER DEVELOPMENT PROGRAMME 2016/17

The Head of Democratic Services submitted a report (HCCS) allowing Members to consider a proposed Member Development Programme for the coming year. The Head of Democratic Services advised the Committee that whilst she was responsible for ensuring that the training needs of Members were addressed through the Member Development Programme, the Training Team had overall responsibility for ensuring appropriate delivery of that Programme.

During discussion of the report, the following issues were highlighted:

- In acknowledging that some Members struggled to attend all core training sessions due to their pattern of employment, Sue Pope, Training Manager suggested that Members bring any issues to the attention of the Training Team so they could consider alternative training arrangements with a view to ensuring that Members were not disadvantaged.
- It was noted that the Training Team were happy to adopt a flexible approach in relation to the training they provided, e.g. alternative times, smaller groups etc., but that this approach required open dialogue and two way communication between Members and the Training Team.
- It was suggested that issues around attendance could be passed to the Training Manager via the Group Leaders.
- Acknowledgment that the % figures for Member attendance at training events in 2015/16 (Appendix 2 refers) could be misleading in that the % figures did not take into account the fact that a number of the training and developing events were targeted at a limited or specific group of Members e.g. Environmental Licensing, Rota Visitors etc. and not all 52 Members.
- Confirmation that the Training Team were working in partnership with the All Wales Academy to ensure that e-learning was accessible through all electronic media. It was noted that the All Wales Academy was now partnered with the NHS who provide the platform for e-learning and that this provided access to a wide portfolio of subjects.

The Chair acknowledged that Sue Pope would be leaving the Local Authority later this month. On behalf of the Committee she thanked her for her contribution to the work of the Committee to date and wished her well for the future.

AGREED:

- (i) That Members recommend to Council that the proposed programme for the coming year (as attached as Appendix 1 to the report) be adopted.**
- (ii) That Group Leaders or nominated Members conduct Member Development Interviews individually or as a group and submit the training and development requirements to Workforce Development by the end of February 2017.**
- (iii) That Members complete the Authority's E-Learning core modules: Equality in the Workplace, Equality Act 2010 and Equality Impact Assessments.**

- (iv) **That Members attendance and reasons for non-attendance at Core Training sessions (including difficulties in attending training) is reported quarterly to Political Group Leaders.**

19 REVIEW OF MEMBER DEVELOPMENT STRATEGY

The Head of Democratic Services submitted a report (HCCS/34/16) allowing Members to consider proposals for reviewing the Member Development Strategy adopted by Council on 25 September 2013.

It was noted that there had been a typing error within paragraph 2.2 of the report and that ‘...May 2017’ should be replaced with ‘...May 2016.’

AGREED – That a survey of Members be carried out with a view to conducting an evaluation and review of the Member Development Strategy in Autumn 2016.

20 MEMBERS' REMUNERATION: INDEPENDENT REMUNERATION PANEL FOR WALES

(The Chair vacated her seat prior to discussion of the report (HCCS/32/16) and the Vice Chair presided as Chair for this item only).

The Head of Corporate and Customer Services submitted a report (HCCS/32/16) allowing Members to consider the changes to the Members' Remuneration Panel for Wales' report (February 2016).

In discussing Executive Members, a proposal was put forward and seconded for Option 2 – to reduce the current Senior Salary for all eight Executive Board Members to £26,100 (Level 2). The proposal was subsequently put to the vote and lost.

In discussing Chair of Committees, a proposal was put forward and seconded for Option 2 – to reduce the current Senior Salary for all seven Committee Chairs to £20,000 (Level 2). The proposal was subsequently put to the vote and lost.

AGREED: That Members recommend to Council:

- (i) **That this Authority continues to pay all portfolio holders the same Senior Salary in accordance with level 1 Group B of the IRP recommended salary scales i.e. £29,000 per annum.**
- (ii) **The remuneration for all Chairs should remain at level 1 Group B of the IRP recommended salary scales i.e. £22,000 per annum.**

(Pursuant to the Council's Code of Conduct, Councillor Carole O'Toole declared a personal and prejudicial interest in respect of this item, by virtue of having a relative on the Panel, and left the meeting taking no part in the discussion and vote thereon).

21 **WEB-CASTING OF COUNCIL MEETINGS**

The Head of Democratic Services submitted a report (HCCS/22/16) allowing Members the opportunity to monitor the webcasting of meetings.

During discussion of the report, the following issues were highlighted:

- Ongoing concerns with the microphones and acoustics were noted. Officers advised that the microphones were fit for purpose but that if they were not used correctly then issues with sound would arise.
- Whilst generally supportive of a pilot a number of Members raised questions around the benefits of webcasting Scrutiny Committees given that they were non decision making bodies. It was felt that the Council Chamber did not lend itself well to the informal nature of Scrutiny Committee meetings and concern that webcasting the meetings could stifle debate. It was also suggested that the number of 'hits' should be treated with caution as tuning into a webcast for as little as 2 minutes would still register as a 'hit'.
- Suggestion that the webcasting of Scrutiny 'call-ins' would make the best use of the 10 hours available as by their very nature issues 'called in' were often of public interest.

The Head of Democratic Services noted the issues raised but stressed that since its introduction in Wrexham, webcasting had generally been without any major issues despite the fact that a single member of staff was in attendance to operate webcasting as compared with other Local Authorities where it was usual to have two officers designated to operate the webcasting of meetings.

AGREED:

- (i) Members note the current position with webcasting of Council meetings.**
- (ii) If webcasting hours are available after all Scrutiny Committees have piloted webcasting, the first 'call in' should be webcast, subject to the usual constraints.**
- (iii) The concerns raised by Members should be noted.**

22 **ANY OTHER ITEMS WHICH THE CHAIR DECIDES ARE URGENT**

Local elections in May 2017

The Head of Democratic Services reported that arrangements would be made for an open evening for prospective new members in early Autumn.

Councillor Carole O'Toole MBE
Chair



REPORT TO:	Democratic Services Committee
REPORT NO:	HCCS/70/16
DATE:	7 July 2016
REPORT FROM :	Sioned Wyn Davies, Head of Democratic Services
CONTACT OFFICER:	Sioned Wyn Davies, Head of Democratic Services (292221); Louise Davies, Workforce Development Lead (292982)
SUBJECT:	Member Development Programme 2016/17 - update

1. PURPOSE OF THE REPORT

- 1.1 To update Members on the progress of the development programme, to report on the take up for e-learning modules to date and future developments with regards to e-learning.

2. EXECUTIVE SUMMARY

- 2.1 The Member Development Programme for 2016/17 recommended by this Committee was approved at the Annual Council meeting on 18th May 2016. Dates for Member Development were incorporated in the Annual Calendar of Council meetings approved at the Annual Council meeting.
- 2.2 The Workforce Development Team is making arrangements to populate the dates in the calendar with training sessions and Appendix 1 provides details of sessions arranged to date. Given that the Member Development programme relies in part on e-learning modules, which only a limited number of Members have accessed to date sessions to facilitate and support this are included in the programme.

3. RECOMMENDATIONS

- 3.1 To note the progress to date in implementing the Member Development Programme.

REASON FOR RECOMMENDATION

To enable Members of the Democratic Services Committee to monitor progress with the Member Development Programme.

4. BACKGROUND INFORMATION

- 4.1 The Local Government (Wales) Measure 2011 sets out a number of requirements in relation to Member training and development. In particular it requires authorities to “secure the provision of reasonable training and development opportunities for its Members within budgetary constraints and offer all Members the opportunity to have an interview to discuss their training and development needs with a suitably qualified person”. The Member Development Programme 2016/17 seeks to provide a structured approach to Member development to meet this requirement and dates are scheduled in the annual calendar to enable Members to plan accordingly.
- 4.2 In arranging member development for the scheduled sessions in the calendar the Workforce Development Team are mindful that Core Training must be given priority and additional dates and times are arranged when required. The development topics which have now been scheduled are attached at Appendix 1 for information and will be incorporated in the Member calendar on Mod.gov, which will be updated as further sessions are populated. An additional Member development session has been arranged on 29th September on Emergency Management & Flood Risk Planning as this is being delivered by an external provider.
- 4.3 The Workforce Development Team is working closely with the Democratic Services Team to ensure that not only details of the Member development sessions are incorporated on Mod.gov but also to include Member attendance at those sessions.
- 4.4 In addition to the formal Member development sessions Members are encouraged to avail themselves of the e-learning opportunities provided and a list of the modules accessed by Members is attached at Appendix 2. In order to support Members’ e-learning surgeries will be incorporated into the programme on a regular basis to ensure opportunity is given for Members to access the suite of modules available. A number of Members have already attended e-learning workshops facilitated by Adam Morris, where they accessed the following e-learning modules provided by the All Wales Academy:-

- Chairing Meetings
- Public Speaking
- Standards & Ethics

The next E-learning Surgery is planned for 12th September.

- 4.5 The e-learning modules currently included in the All Wales Academy programme specifically for Members comprises Ethics and Standards, Decisions for Future Generations, Chairing Meetings and Public Speaking Skills and in addition the following modules will be available in the Autumn:
- Facilitation & Conflict Resolution
 - Effective Ward Councillors

Members may also find a number of the other modules of interest also.

- 4.6 At the Annual Council meeting it was resolved that all Members undertake the Authority's E-Learning core modules: Equality in the Workplace, Equality Act 2010 and Equality Impact Assessments. No Members have done so to date and only one Member accessed one of the modules during the previous year. This is one of the core training topics and as such it is a requirement that all Members undertake this training.

5. IMPLICATIONS

- 5.1 **Policy Framework** – The Member Development Programme supports Members in fulfilling their roles and the Council Plan outcome of Creating Conditions for Success.
- 5.2 **Budget** – Any costs incurred through the identification of Member development needs will be met either from departmental budgets or from the Member Development element within the Corporate Training Budget.
- 5.3 **Legal** – There are requirements contained within the Local Government (Wales) Measure 2011 which local authorities need to address.
- 5.4 **Staffing** – Internal Officers are administering, delivering or commissioning the training. Workforce Development and Democratic Services are working together to meet Members' training & development needs.
- 5.5 **Equality/Human Rights** – The provision of development opportunities via the member development programme will enable members to have proper regard to equalities and human rights when fulfilling their duties and responsibilities and making decisions in their role as elected members. (EIA00133/2016)
- 5.6 **Risks** – There is a risk of criticism by external regulators and possible sanctions by the Welsh Government should we fail to comply with the Local Government (Wales) Measure 2011.

6. CONSULTATION

- 6.1 There has been no formal consultation in respect of this report.

Member Development Dates – July to October 2016

11th July 2016 – 10a.m – 10:45a.m

Corporate Governance (David Stewart) – Meeting Room 1, Guildhall

28th July 2016 – 10:30a.m – 12:00p.m.

Corporate Parenting (Audrey Somerton-Edwards/ Angela Povey) – Meeting Room 1, Guildhall

August 2016 – no training dates allocated

12th Sept – 10:00a.m – 12:00p.m.

E-learning Surgery (Adam Morris) – Wrexham ITeC

22nd Sept – 10:00am – 12:00p.m

Licensing (Alison Watkin & Louise Edwards) – Meeting Room 1, Guildhall

29th Sept – a.m - time tbc

Emergency Management & Flood Risk Planning (Jonathan Holland & Neil Taunt, Regional Emergency Planning Services, North Wales Councils)

10th October - 10:00a.m – 11:00a.m

Code of Conduct (Sioned Wyn Davies) – Meeting Room 1, Guildhall

10th October – 2:00pm – 3:00p.m

Health & Safety (Nigel Lawrence) – Meeting Room 1, Guildhall

Members e-Learning - Modules Accessed April 2015 – June 2016

15 members have access eLearning modules to date subjects have included:

- Learning Styles
- Introduction to e-Learning
- Project Management
- Personal Resilience
- Effective Emails
- Minute Taking
- Charing Meetings
- Introduction to Meditation
- Neuro Linguistic Programme
- Change Management
- Bribery Act
- Welsh
- Writing for the Web
- Equality Impact Assessments
- Getting Started with Social Media

REPORT TO:	Democratic Services Committee
REPORT NO:	HCCS/69/16
DATE:	7 July 2016
REPORT FROM:	Sioned Wyn Davies, Head of Democratic Services
CONTACT OFFICER:	Sioned Wyn Davies (Tel: 292221)
SUBJECT:	Forward Work Programme
WARD:	N/A

1. PURPOSE OF THE REPORT

To consider frequency of meetings and items for inclusion in a Forward Work Programme for the Committee during the current municipal year.

2. EXECUTIVE SUMMARY

- 2.1 The remit of the Democratic Services Committee was reviewed by the Committee at its meeting on 21 January 2015 and revised Terms of Reference were subsequently approved by the Council at its meeting on 25 March 2015. A copy of the current Terms of Reference is attached at Appendix 1.
- 2.2 There is a statutory requirement for the Democratic Services Committee to meet at least once in each year. Three meetings have been scheduled for the current municipal year.
- 2.3 Members are invited to consider its Terms of Reference and to identify its priorities for the forthcoming municipal year. It is suggested that the following items be considered during the coming year at the meetings scheduled in November and March.
- (1) Member Development Review Meetings – November 2016.
 - (2) ICT provision for Members – November 2016
 - (3) Annual Report of the Independent Remuneration Panel for Wales – March 2017
 - (4) Member Development Programme 2017/18 – March 2017
 - (5) Member Development Strategy – November 2016

(6) Webcasting (Annual Review) – March 2017

(7) Member Annual Reports – July 2017

(8) Forward Work Programme – July 2017

2.4 In the event of other issues requiring consideration by the Democratic Services Committee during the course of the year additional meetings will be scheduled in consultation with the Chair and Vice Chair of the Committee.

3. RECOMMENDATION

To consider and approve the proposed timing of future meetings of the Committee and suggested Forward Work Programme.

REASON FOR RECOMMENDATION

To establish a programme of meetings and work for the Committee during the coming municipal year.

4. BACKGROUND INFORMATION

4.1 **Policy Framework** – The Terms of Reference for the Democratic Services Committee is incorporated within the Council’s Constitution.

4.2 **Budget** – There are no direct financial implications for the recommendations in this report.

4.3 **Legal** – There is a legal requirement under Section 15 of the Local Government (Wales) (Measure) 2011 for the Democratic Services Committee to meet once in every calendar year.

4.4 **Staffing** – There are no direct staffing implications arising from this report.

4.5 **Equality/Human Rights** – It is not considered that there are any equalities and Human Rights issues arising from the subject matter of this report. (EIA00132/2016)

4.6 **Risks** – Failure to adhere to the requirements of the Measure may result in reputational risk and criticism from external regulators.

5. **CONSULTATION** - There has been no formal consultation in respect of this report.

6. **EVALUATION OF OPTIONS** – Not applicable.

BACKGROUND PAPERS	LOCATION	WEBSITE INFO.
-	-	-

The Democratic Services Committee

The functions to be discharged by the Democratic Services Committee shall be:-

- (a) To appoint one of the Council's Officers as the Head of Democratic Services.
- (b) To nominate a Member Development Champion from within the Committee's membership.
- (c) To review the adequacy of provision by the Authority of staff, accommodation and other resources to discharge democratic functions and make recommendations to the Executive or Council as appropriate.
- (d) To review and monitor the effectiveness of the Council's democratic services functions, including:-
 - The provision of support and advice to meetings of the Council, Committees, Sub-Committees and Joint Committees.
 - The provision of support and advice to Scrutiny.
 - The provision of support and advice to individual Councillors in carrying out their roles as Members.
 - Such other democratic services functions as may be prescribed from time to time by Regulations made by the Welsh Ministers and make recommendations to Executive and Council, as appropriate.
- (e) To review and make recommendations about the Council's Member ICT Policy and provision.
- (f) To review the Role Descriptions of elected Members.
- (g) To review the processes and monitor progress in relation to the introduction of Member Annual reports and Member Development Interviews.
- (h) To consider changes to the Member Development Strategy, consider the Annual Member Development Programme and make recommendations to Council as appropriate.
- (i) To consider reports of the Independent Remuneration Panel for Wales in respect of Members' salaries, expenses and allowances and any proposed responses.
- (j) To consider, as appropriate, consultation documents and contribute to any proposed responses which impact upon Members.
- (k) To monitor the development of webcasting of and remote attendance at council meetings.
- (l) To consider and make recommendations on the Authority's Member Induction Programme.
- (m) To monitor and review the Authority's arrangements in relation to Member Family Absence Regulations
- (n) To require the attendance of any Members or Officers of the Council to answer questions and invite other persons to attend meetings, as required.
- (o) To appoint one or more Task and Finish Groups to receive reports back on their findings and recommendations

It is for the Democratic Services Committee to determine how to exercise the above functions.