

**DEMOCRATIC SERVICES COMMITTEE**

**11<sup>TH</sup> OCTOBER 2012**

**CHIEF EXECUTIVE'S OFFICE**

**REPORT OF THE HEAD OF CHANGE MANAGEMENT  
AND INNOVATION – K.JONES**

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**PART 1 – Doc. Code: DSC-111012-REP-CE-KJ**

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## 1. **ANALYSIS OF MEMBER SURVEY**

Following the last meeting of Committee, a Survey was circulated to all Members. Forty-one forms were returned by the due date which is a 64% response rate.

From the responses received:-

- **Analysis of Timing Survey**

The majority of Members preferred both am and pm meetings with several requests for evening meetings. Attached, at Appendix 1, is the feedback from the survey.

Members are invited to discuss the comments received.

- **Training and Development Interviews**

Sixty-one percent of those Members who replied would be interested in participating in an Annual Review. As such it is necessary for enquiries to be made with possible facilitators (e.g. HR or WLGA).

## 2. **MEMBER ROLE DESCRIPTIONS**

An example of Member Role descriptions, as developed by the WLGA, is contained in Appendix 2 to this report, for Members information.

## 3. **ANNUAL REPORT COMPILATION**

I would advise Members that a consultation document has been received from the WLGA, the relevant extract is attached as Appendix 3, together with consultation in relation to scrutiny issues.

Also attached at Appendix 4, for Members information is a guidance document issued by the WLGA in relation to the introduction of Member Personal Development Reviews.

Comments thereon are requested by 21<sup>st</sup> December.

4. **DATA BASE FOR MEMBER ATTENDANCE AT MEETINGS**

Work is yet to commence on the development of the Member Database and a further report will be submitted to a future meeting of Committee.

List of Background Papers

The Local Government Measure (Wales) 2011.

Wards Affected

All

Officer Contact

Mrs.A.Manchipp  
Acting Committee/Member Services Manager  
Tel. No.01639 763300  
E.mail: [a.manchipp@npt.gov.uk](mailto:a.manchipp@npt.gov.uk)

### 1. Do you find the arrangements for the current Cycle/Timetable of meetings satisfactory?

- I prefer not to have meetings on Wednesday afternoons.
- I work full time, as much as possible I need to avoid having one meeting in the morning and another on the afternoon of the same day. Meetings in the afternoons are preferable and the later in the afternoon the better. This would help me to find a better work life balance and not eat into so much of my facility time in work.
- Need for more flexibility, in the public interest.
- Day time meetings create problems for members of my group who are in employment. Some Committees which, in principle, meet every 6 weeks are meeting with much greater frequency.
- Very satisfactory.
- It does not take into account those Councillors who work 9-5, women who have children. I am retired and can make meetings at any time. Life is not 9-5 neither should the Council.
- Day time meetings are not convenient for Councillors with work commitments. If they are necessary, I would prefer them to either begin first thing (9am) or as late in the afternoon as possible so that Councillors can take advantage of the most hours possible in the workplace.
- Due to work commitments I would prefer late afternoon or early evening meetings.
- As I am a member of other organisations that hold their meetings in the evenings, I find the current programs satisfactory. If meetings were held at night I would have to resign from at least 4 other Bodies.

**2. Please indicate your preference in relation to timings of meetings:-**

- Normal 9 to 5 office hours.
- I have other volunteer meetings to attend – Pact, Dadus, NSA.
- I have a full time job and morning meetings are very disruptive for me and eat into my agreed facility time very quickly. It also means more travelling back and fore to Morriston where I work. I do have evening meetings as well as any of the other Councillors but late afternoon and evening meetings would be best for me.
- I often have evening appointments i.e. School Governors, Trust Meetings, Community Council Meetings (2) per month, Welfare Club Committee. Meet constituents outside working hours. I also have a social life.
- My work patterns are such that afternoon meetings from 2pm to 5pm, would be more convenient.
- If you commit to be a member you have to be flexible and arrange other aspects of your life around members' responsibilities and family/work etc.
- Would prefer afternoon meetings due to work commitments (3pm ideal).
- While I appreciate it may be hard for those who work I feel that morning meetings work well and it allows me to carry out a lot more Ward issues and attend Outside Body meetings that are usually early evenings and late afternoons.
- Being a shift worker and having many evening commitments the above existing system is my preference.
- Family commitments.
- Morning or afternoon meetings are preferable due to other evening commitments and family responsibilities.

- I have other commitments in an evening with my family and outside bodies as well as being a Community Councillor.
- I would suggest that “twilight” meetings are introduced e.g. 4pm-6pm as part of a mix of meeting times. This would give flexibility to Councillors who have other jobs without being too onerous in the evening.
- At present in full time employment. (However, not for too long hopefully!). Seminars could be in the evenings as my work commitments allow for 19 days/year (taken up with Committee at present).
- At present I am engaged in Community activities on 3 evenings a week. I have no additional capacity for every meeting.
- You have missed out on the most obvious slot – twilight (4pm-6pm). I would also support a rotation of slots.
- A rotation of the times of meeting would be a preference due to work commitments and evening commitments. Late afternoon meetings are more convenient as it allows for leaving work early and going on to evening meeting e.g. 4pm-5.30pm/6pm means finishing work an hour early but also allows for attending evening meetings.
- I prefer attending meeting during the working day time as I feel more alert.
- I work in the morning and keep evenings free for family.
- Twilight meetings – 4-6pm would enable Councillors to fulfil work or family commitments during the day and attend evening meetings in their Wards.
- Present time of meetings very satisfactory, no need to change. I attend many evening meetings locally within my Ward.
- Status quo.

- As I am currently in full time employment I find it very difficult to attend morning meetings and therefore afternoon meetings are far more suitable.
- As I wrote to question one we should rotate. In my working life I was used to working rosters of between 8am – 9pm. The change should increase attendance at meetings and cut down excuses for non attendance.
- Evenings are the most convenient for Councillors and members of the public to attend if they work during the day.
- Shift work.
- Work commitments.
- Not evenings – other evening commitments.
- Best time would be afternoons, second choice would be mornings preferably with a 10.30 start. Evenings are the easiest. My early mornings are usually taken up with business phoning through problems, evenings Community Council, business, non Council meeting, Governors, Association meetings, visiting people after they come home from work etc.

**3. Please indicate your preference in relation to location of meetings, bearing in mind the need for suitable arrangements (e.g. visual aids, hearing loop, public gallery seating etc) to accommodate the larger Council/Committee meetings.**

- Neath Civic when other Council Committee meetings.
- I think that there is more room in Port Talbot but understand that it is further to travel for many and I have no objection to Neath.
- Unfair Q, Neath Civic Centre has not got Public Gallery etc., etc., and yet bigger than Port Talbot.
- Either.

- Easy access Neath's acoustics are dreadful.
- Better acoustics/Public Gallery facilities.
- Port Talbot is used for all full Council meetings and some Scrutiny and Committee. Neath to be used for Scrutiny and other meetings.
- I have put down my preference to be Port Talbot however I have no issues with attending meetings at the Neath Civic Centre either.
- Status quo.
- A mix of meetings at both Port Talbot and Neath. The facilities at Neath are more suited to small Committees. Whilst Port Talbot is more practical for larger Committees and full Council.
- Use both Centres, again in the public interest.
- The sound system in Neath is extremely poor.
- There needs to be a balance – there are currently too few meetings at Neath. Also Port Talbot Chamber is unsuitable for Committee and Business meetings – it would often be better to use Committee Rooms.
- Either venue is suitable for me. I have no preference.
- I believe that Neath Civic Centre lacks the appropriate needs of the functions.
- I fully understand that Port Talbot Civic Centre is more suitable and appropriate for most meetings due to the observations made above but Neath would be preferred if it had those facilities.
- Save on costs for council staff who service meetings who are generally based in Port Talbot.
- The configuration of seating and equipment for purposes of presentations, does appear to be better in Port Talbot Civic Centre.



- I think we should alternate both Civic Centres, but ensure that the sound system is sorted out at Neath as currently not up to standard.
- It may be a good idea for the planning meeting to rotate meetings. Members who complain about Neath because of sight or hearing problems should sit closer to the front and a fit for purpose sound system installed.
- For acoustics particularly the Council Chamber in Port Talbot is the better venue than Neath. For larger meetings (more than one Committee Room) Port Talbot Committee Rooms are not as good as a venue as Neath.

**4. Please indicate your preference in relation to frequency of Council, its Committees or Sub Committee meetings:**

- This review would be an asset to me, it would give me more advice into the working of Council procedure.
- It does not particularly worry me but even taking consideration of the acoustics it is also important to consider the natural justice of balancing the location of meetings with reference to the Geography of the County Borough and its centres of population where perceptions of the public and members are important in keeping us thinking as a whole Neath Port Talbot not Neath.....Port Talbot.
- After 25 years I am a stick in the mud.
- At the moment, frequency of meetings is too rigid. Would be happy for meetings to be arranged as and when business demands rather than on a fixed rota.
- No need to change.
- Status quo but only if it is adhered to.
- The present system works well.

- Chairs of Committee and support officers should use the special meeting option better. That goes for myself as well.

**5. The Local Government Measure stipulates that an Annual Review of Members' Training and Development needs should be made available to each Member. This Review would be undertaken by means of an interview with a suitably qualified person, during which the Member would receive advice on his/her training needs.**

**Can you please indicate below whether or not you would be interested in participating in an Annual Review:**

- I would like to participate in an Annual Review of my Training and Development Needs – yes.