

## DEMOCRATIC SERVICES COMMITTEE

(Civic Centre, Port Talbot)

**Members Present:**

**12<sup>th</sup> December, 2012**

**Chairman:** Councillor Mrs. L.H.James

**Vice Chair:** Councillor Ms. C.Morgans

**Councillors:** Mrs. R.Davies, C.P.Golding, M.Harvey, R.James,  
E.E.Jones, R.G.Jones, C.Morgan and A.L.Thomas

**Officers in Attendance:** Mrs. K.Jones, D.Michael, N.Evans, Mrs. A.Manchipp  
and A.Borthwick

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1. **MINUTES OF THE LAST MEETING HELD ON THE 11<sup>TH</sup> OCTOBER 2012**

**RESOLVED:** that the Minutes of the Democratic Service Committee held on the 11<sup>th</sup> October 2012, as circulated, be confirmed as a correct record.

**Report of the Head of Change Management and Innovation**

2. **ANNUAL REPORTS BY MEMBERS OF THE COUNCIL**

The circulated report contained details of a proposed Scheme to support Members with the production of their newly introduced Annual Reports, the Local Government Measure 2011.

It was noted that this was not a mandatory requirement for each Member. However, if prepared, every report would need to be available for public inspection. Accordingly, it was proposed that a standard format for the report, be utilised as outlined in the circulated report.

Additionally, it was proposed that the Annual Reports would be published on the Councillors' pages of the Council Website in PDF format.

**RESOLVED:** that the format of the Members' Annual Report be as outlined in the circulated report, subject to constituency matters being amended to read Community matters, be noted and referred to Council for consideration.

3. **ANNUAL MEMBER DEVELOPMENT REVIEW SCHEME –  
DRAFT REPORT OF THE TASK AND FINISH GROUP**

Following a number of meetings, the Task and Finish Group was now able to recommend that the draft Annual Member Development Scheme, outlined in Annex A to the circulated report, be operated on a trial basis. Following a survey of elected Members, 10 Members had been identified who were willing to participate in the Trial. Additionally, details of the procedure used to identify "suitably qualified persons" who would be Members who had received training, to be delivered by the Welsh Local Government Association in January 2013, prior to the trial which would commence in February 2013.

It was noted that the details of each Development Review would be confidential, however the aggregated outcomes and outputs from the reviews would form part of the Members' Learning and Development programme which would then be available for public inspection.

Finally, if approved, full details of the Scheme would be provided to all Members of the Council, and it was envisaged that following the trial, the full Scheme would be implemented following the Annual meeting of Council in May 2013.

**RESOLVED:** that the following be referred to Council for consideration:-

the draft Annual Members Development Scheme, as detailed in Annex A to the circulated report;

the proposed implementation plan for the Member Development Scheme, as detailed in Annex B to the circulated report;

the merits of an individual Member to champion development.

4. **LETTER RECEIVED FROM THE MINISTER FOR LOCAL GOVERNMENT AND COMMUNITIES – RE BROADCASTING OF MEETINGS**

The circulated report contained a copy of a letter dated the 27<sup>th</sup> November 2012, requesting the views of the Authority on the broadcasting of Council meetings and financial provisions made towards this scheme, if any.

It was noted that no resources had been currently allocated to this provision by the Welsh Government.

The Committee was informed that the matter was to be considered at a Member Support Network meeting on 13<sup>th</sup> December 2012, and accordingly a report on the outcome would be submitted to the next meeting of the Committee.

**RESOLVED:** that the matter be noted.

**CHAIRMAN**