

DEMOCRATIC SERVICES COMMITTEE

13TH JUNE 2013

CHIEF EXECUTIVE'S OFFICE

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

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PART 1, SECTION A, ITEM 1

ANNUAL REPORTS BY MEMBERS OF THE COUNCIL

Purpose of Report

To update the Democratic Services Committee on the progress made in implementing the arrangements for Members of the Council to produce annual reports.

Background

The Democratic Services Committee recommended at its meeting in December 2012 that the proposed scheme to produce annual reports be referred to Council for its consideration. Council considered and approved the proposals at the meeting held on 30th January 2013. The Council's scheme is in line with recently published guidance from the Welsh Government as part of the Local Government (Wales) Measure 2011.

Progress

Since the approval of the scheme elected Members have been given the opportunity to attend a workshop that will assist in the production of their annual report.

Four workshops were arranged and a total of 25 elected Members attended the sessions that were conducted by the Electoral and Democratic Services Manager and the Senior Scrutiny and Member Development Officer. Also in attendance at the sessions was Councillor H N James who was able to offer elected Members editorial guidance to assist in the preparation of their annual reports.

Elected Members who attended the sessions will all be submitting a report for publication along with a number of others who chose not to attend the scheduled training but were comfortable with the written guidance previously provided.

It was agreed within Council that reports should be completed by the end of June 2013 however, during the workshop sessions it was suggested that this deadline may be problematic. It was agreed that the Council will publish those reports whenever they are received within reason but from next year the deadline would need to be adhered to.

At the time of writing one annual report has been received which will be translated and published on the Councillors area of the Council's website.

Recommendation

That Members of the Democratic Services Committee notes the progress in implementing the elected Member Annual Reports scheme and follows up its earlier recommendation that the scheme is reviewed in Autumn 2013.

List of Background Papers

Local Government Measure Wales 2011-

<http://wales.gov.uk/topics/localgovernment/publications/statguide/?lang=en>

Wards Affected

All

Contact Officer

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PART 1, SECTION A, ITEM 2

ANNUAL MEMBER DEVELOPMENT REVIEW SCHEME

Purpose of Report

To update the Democratic Services Committee on the progress made in undertaking Annual Member Development Reviews.

Background

At the meeting held in December 2012 the Democratic Services Committee endorsed the scheme that would allow elected Members to receive Annual Development Reviews. The scheme agreed that reviews wherever possible should be undertaken by elected Members for elected Members.

Progress

Ten Members across the political groups were trained by officers from the WLGA on how to undertake a review. In addition the Senior Scrutiny and Member Development Officer and two officers from training also undertook the training.

23 Councillors have indicated that they wish to have an annual development review and of these 15 have currently been conducted.

The submitted responses from those Members who have completed the exercise are classed as confidential and stored securely. However, the information obtained has informed the list of training and development opportunities that is included at Appendix One.

Recommendation

That the Democratic Services Committee notes the progress made to date and considers and comments on the topics contained within Appendix One.

List of Background Papers

Local Government Measure Wales 2011 –

<http://wales.gov.uk/topics/localgovernment/publications/statguide/?lang=en>

Wards Affected

All

Contact Officer

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Appendix One

Suggested Development Topics from PDR's

Topic	Method(s) of Learning	Number of Requests	Progress
General IT Training	<ul style="list-style-type: none"> • One to One sessions • Workshops 	4	A meeting has been arranged between the relevant officers to identify relevant sessions.
Social Media	<ul style="list-style-type: none"> • One to One sessions • Workshops 	4	The Committee will be provided with Social Media guidance from Welsh Government in due course with a view to developing a local version.
Local Government Finance	<ul style="list-style-type: none"> • All Member Seminar • Scrutiny Committee Specific Seminars 	7	A meeting will be arranged between the relevant officers to identify relevant sessions.
Planning Law	<ul style="list-style-type: none"> • Seminars as and when law changes and refresher sessions every year 	6	A meeting has been arranged between the relevant officers to identify relevant sessions.
Media Training	<ul style="list-style-type: none"> • One to One Sessions • Workshops To include Role Plays 	8	A communications handbook is being developed by the Communications unit of the Council and will be made available during any training sessions
First Aid training	<ul style="list-style-type: none"> • Specific 	1	Discussions will be

Topic	Method(s) of Learning	Number of Requests	Progress
	Courses		held with relevant officers within the training department to establish whether Members can attend the same courses as officers.
Peer Learning	<ul style="list-style-type: none"> • Attending other Councils to learn different practices 	3	This will be addressed following the publication of the Wales Audit Office study of Scrutiny when best practice has been identified.
Communication – Report writing Skills	<ul style="list-style-type: none"> • Specific Courses 	2	A meeting has been arranged between the relevant officers to identify relevant sessions.
Chairing Skills	<ul style="list-style-type: none"> • Specific Courses to include role play 	5	Discussions will be held with WLGA to identify a convenient time for their officers to deliver this training.
Questioning Skills	<ul style="list-style-type: none"> • Specific Courses 	4	Discussions will be held with WLGA to identify a convenient time for their officers to deliver this training.
Health and Safety	<ul style="list-style-type: none"> • Specific Courses 	1	Discussions will be held with relevant officers within the training department to establish whether Members can attend the same courses as officers.
Equality Training	<ul style="list-style-type: none"> • Member Seminar • Workshops 	1	Discussions will be held with WLGA to identify a convenient time for their officers to

Topic	Method(s) of Learning	Number of Requests	Progress
			deliver this training.
Communication – Presentation Skills	<ul style="list-style-type: none"> • Specific Course • Workshops 	1	Discussions will be held with relevant officers within the training department to establish whether Members can attend the same courses as officers.
Council processes and procedures as and when they change	<ul style="list-style-type: none"> • Mentoring 	1	A meeting will be arranged between the relevant officers to identify relevant sessions.
Planning process	<ul style="list-style-type: none"> • Workshop to include a flow chart and directory of language used. 	2	Discussions will be held with WLGA to identify a convenient time for their officers to deliver this training.
Legislative Changes	<ul style="list-style-type: none"> • Member seminars as and when they arise 	1	
Data Training – to use data to inform questioning	<ul style="list-style-type: none"> • Workshops 	1	Consideration will be given to how this can be delivered. The Data Unit Wales will be contacted to establish whether they could be in a position to assist the performance management officers of the Council.
Role of Councillors	<ul style="list-style-type: none"> • Workshop run by WLGA 	1	Discussions will be held with WLGA to identify a convenient time for their officers to deliver this training.
Information about roles and responsibilities of	<ul style="list-style-type: none"> • Member workshops • Handbooks 	1	Discussions will be held with the relevant officer of the Council.

Topic	Method(s) of Learning	Number of Requests	Progress
Committees I don't sit on.			
Decision Making Process of the Council	<ul style="list-style-type: none"> • Member workshops • Handbooks 	1	Discussions will be held with the relevant officer of the Council.
Corporate Parenting	<ul style="list-style-type: none"> • Member Seminar 	2	A session was held on 3 rd June which included input from a care leaver. Further Seminars will be arranged throughout the course of the Civic Year.

PART 1, SECTION A, ITEM 3

Trial of meeting times for Scrutiny

Purpose of report

To provide the Committee with a brief analysis of the trial of meeting times for the Social Care Health and Housing Scrutiny Committee and the Economic and Regeneration Scrutiny Committee.

Background

Following the first meeting of the Committee in July 2012 it was decided to undertake a survey with elected Members to establish what would be the most convenient time for them to attend a meeting.

The results of the survey were reported back to the meeting held in October 2012. At the meeting it was decided to undertake a trial of alternative times with two Scrutiny Committees. Social Care Health and Housing would commence three of their meetings at 4pm. The Economic and Community Regeneration Scrutiny Committee would commence three of its meetings at 9am.

Now is an opportune time to provide the Committee with the outcome of trial.

Analysis

Looking at the attendance of the elected Members across the range of meetings it is apparent that the trial did not lead to increased attendance as there were similar attendances across all the meetings.

Since the trial however, two committees have requested alternative start times from the norm. The Economic and Community and Regeneration Scrutiny Committee will now commence the official business of the meeting at 9.30am as opposed to the normal 10.30am start. The Environment and Highways Scrutiny Committee will commence its official business at 10am.

This has been at the request of the Committee Chairs with agreement of the Committee Members.

Recommendation

That the Committee notes the report and further analysis is undertaken during the Civic Year.

List of Background Papers

Timing of meetings survey and analysis

Wards Affected

All

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PART 1, SECTION A, ITEM 4

Presentation on the findings following the “What Matters?” exercise undertaken with elected Members.

Purpose of Report

To provide elected Members with a presentation on the key findings from the “What Matters?” exercise.

List of Background Papers

None

Wards Affected

All

Contact Officer

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PART 1, SECTION A, ITEM 5

Update on the revised staffing structure for Democratic Services.

Purpose of Report

To provide the committee with a brief summary outlining the revised staffing structure for Electoral and Democratic Services.

Background

Personnel Committee considered and approved proposals to restructure responsibilities assigned to the Head of Change Management, Innovation and Democratic Services on 13th May, 2013.

The proposals were designed to support:

- Significant additional responsibilities assigned to the Head of Change Management, Innovation and Democratic Services following the retirement of the former Head of Democratic Services.
- The need to take forward a wide ranging improvement and modernisation programme across the range of functions that are within the portfolio of the Head of Change Management, Innovation and Democratic Services; and
- The need to achieve year on year cashable savings in order to support the Council's Forward Financial Plan with a target of £100k to be saved in 2013-2014.

The final structure for the department is set in Appendix 1.

For Committee's information, the main changes to the structure are as follows:

Electoral and Democratic Services:

- An additional scrutiny officer post has been created;
- A member services post has been deleted
- The Research and Information Post reporting directly to the Head of Services has been deleted; and

- There is no differentiation between posts in Member Services, with all postholders expected to undertake the full range of duties and responsibilities.

Recommendation

That the Committee notes the restructure within Electoral and Democratic Services

List of Background Papers

Personnel report 13th May 2013

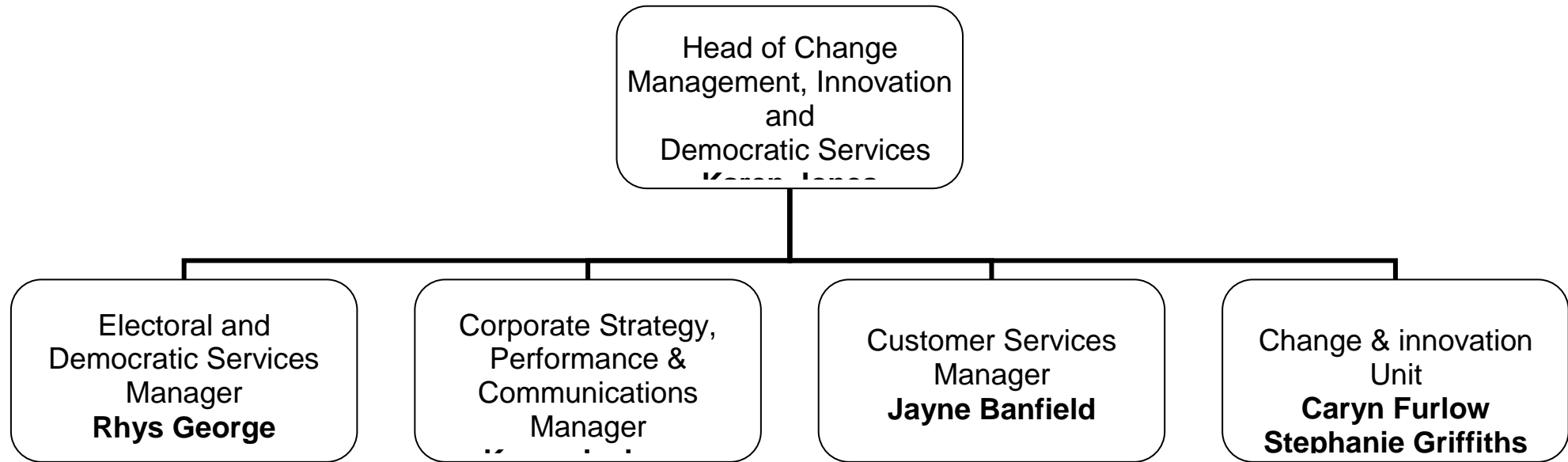
Wards Affected

All

Contact Officer

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Organisational Structure - Appendix 1



Electoral Services
Committee Services
Scrutiny
Member Development
Member Support
Mayoralty
Leader Support
Community Council Liaison
X-boundary arrangements
Democratic Services Committee
Forward Work Programme Mgt

LSB and Partnerships
Single Integrated Plan
Corporate Plan & Policy Dev
Equality & Sust. Development
Collaboration
Public Engagement & Strategic Comms
3rd Sector Liaison
Programme & Performance Mgt
WAO Relationships
Governance
Staff Suggestion Scheme
Press & Public Relations

One Stop Shops
Contact Centre
Web Content
Call handling policy
Customer Care Policy
Access to Service Strategy
Complaints

Programme Management –
Priority Change Programmes
Change Support

Electoral & Democratic Services Manager
Rhys George (G 11)

Leader's PA
Julie Robinson (G 7)

Chief Executive's PA
Stephanie Boast (G 5)

Snr. Scrutiny & Member Development Officer
Neil Evans (G 8)

Mayor's Secretary
Gillian Lewis (G 9)

Snr. Electoral Services Officer
Clare Sim (G 8)

Snr. Committee Services Officer
Annette Manchipp (G 8)

Scrutiny Officer X 2
Stacy Sullivan
Catherine Gadd (G6)

Admin/ Secretarial Asst.
Heather Batchelor (G 5)

Chauffeur
Mark Lewis (G 3)

Electoral Services Officer
Vacant (G 5)

Registration Officer
Karen Demmel (G 6)

Committee Clerks x 4
Tammie Davies
Alistair Borthwick
Caroline Grocutt
Vacant (G 7)

Elections Trainee
Craig Foley (G 3)

Temp Support Elections Registration
Vacant (G 2)
0.5 FTE

DEMOCRATIC SERVICES COMMITTEE

13TH JUNE 2013

CHIEF EXECUTIVE'S OFFICE

REPORT OF THE HEAD OF LEGAL SERVICES – D. MICHAEL

INDEX OF REPORT ITEM

PART 1 – Doc. Code: DSC-130613-REP-FCS-DM

SECTION A	MATTER FOR DECISION	
Report Item	Page Nos	Wards Affected
Head of Democratic Services	23-24	All

Head of Democratic Services

Purpose of Report

To regularise the position of the Interim Head of Democratic Services.

Background

The Local Government (Wales) Measure 2011, Section 8, sets out a number of new requirements on local authorities. One of those requirements relate to the need to designate an officer to fulfil the functions of a head of democratic services. The relevant section of the legislation that applies is set out below for reference.

- 1) *A local authority must:*
 - a) *Designate one of its officers to discharge the functions in section 9 (democratic services functions);*
 - b) *Provide that officer with such staff, accommodation and other resources as are, in its opinion, sufficient to allow his or her functions to be discharged;*
- 2) *A head of democratic services may arrange for its democratic services functions to be discharged by staff provided under this section.*
- 3) *An officer designated under this section by a local authority is to be known as the head of democratic services.*
- 4) *A local authority may not designate any of the following under this section:*
 - a) *The head of the authority's paid service under section 4 of the Local Government and Housing Act 1989;*
 - b) *The authority's monitoring officer designated under section 5 of that Act;*
 - c) *The authority's chief finance officer, under the meaning of that section.*

The Head of Corporate Strategy was designated as the Head of Democratic Services on an interim basis until his retirement at the end of September 2012. At that point, and in order to assess whether the designation should continue to be at head of service level or at a lower level, the Head of Change Management and Innovation was designated as **Interim** Head of Democratic Services.

It is clear that the responsibilities are best attached to a head of service. Accordingly, I recommend that Member now confirm Mrs Karen Jones, as the Council's Head of Democratic Services, alongside the other responsibilities she holds as Head of Change Management and Innovation. Should this proposal be acceptable, Mrs Jones would be re-designated as Head of Corporate Strategy and Democratic Services.

Members are advised that under the Local Government (Wales) Measure 2011, section 11, it is the responsibility of the Democratic Services Committee to make this designation.

Recommendations

- 1) That Members consider confirming Mrs Karen Jones as the Council's Head of Democratic Services as required under Section 8 of the Local Government (Wales) Measure 2011.
- 2) That subject to the above, Mrs Jones be re-designated as Head of Corporate Strategy and Democratic Services.

Reason for Proposed Decision

To ensure the Council complies with the provisions of the Local Government (Wales) Act 2011, Section 8.

Contact Officer

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ANNEX ONE

DEMOCRATIC SERVICES COMMITTEE – WORK PROGRAMME/ACTION PLAN 6TH JUNE 2013

A	Democratic Services Structure
B	Timing of Council Meetings
C	Training and Development of Members
D	Overview and Scrutiny Functions
E	Provision of ICT
F	Annual Reports
G	Provision of Member Accommodation

	Action	Responsible Officer(s)	Progress
A.1	<p>Democratic Services Structure:</p> <ul style="list-style-type: none"> • Determine post to be designated Head of Democratic Services – Head of Change Management and Innovation or new post • Prepare JD/PS, advertise and appoint 	<p>SP</p> <p>KJ</p>	<p>Advice provided to CEX by GJ, PG, KJ and DM. Interim agreed September 2012. Agenda item on 13th June 2013 to complete</p>
A.2	<p>Staffing Structure of the Democratic Services Function:</p> <ul style="list-style-type: none"> • Number and grades of staff required 	<p>HoDS</p>	<p>Agenda item on 13th June to complete</p>

	<p>to discharge democratic services functions</p> <ul style="list-style-type: none"> • Management of Change Processes 	HoDS	
B.1	<p>Preparation and circulation of Members' Survey on Timing of Council Meetings:</p> <ul style="list-style-type: none"> • Report Draft Survey to July DS Cttee • Consult Leadership on revised draft survey • Circulate approved survey to Members 	<p>PG/AF PG AF</p>	All actions completed
B.2	<p>Analysis of timing survey response:</p> <ul style="list-style-type: none"> • Collate and analyse response • Consult Leadership • Report to DS Committee 	<p>AM KJ KJ/AM</p>	<p>Complete Complete Agenda item on 13th June to complete</p>
B.3	<p>Cycle/Timetable amendments (if any):</p> <ul style="list-style-type: none"> • Implementation of changes • Review at appropriate time 	<p>AM HoDS</p>	Actions completed. New timetable circulated
C.1	<p>Training and Development Interviews:</p> <ul style="list-style-type: none"> • Inclusion of question on Timing Survey • Collate Member responses to determine demand for T & D interviews 	<p>PG/AF KJ/AM AM/NE</p>	<p>Complete Complete Carry Forward</p>

	<ul style="list-style-type: none"> • Develop Member role descriptions 		
C.2	Training and Development Resources – suitable qualified officer(s) to undertake interviews <ul style="list-style-type: none"> • Dependent on C.1 ascertain available assistance from HR and/or WLGA • Financial/Resources Cost • Report to DS Committee 	AM/NE KJ KJ/AM	Complete and training undertaken Complete Agenda item on 13 th June to complete
C.3	Provision of Training and Development: <ul style="list-style-type: none"> • Demand informed by the information from personal T & D plans • Provision of appropriate training/extra resources required and financial costs • Review NPTs Strategy and Charter in light of the above. 	HoDS HoDS HoDS	In progress and agenda item on 13 th June to complete
C.4	Member Champion for member Support and Development: <ul style="list-style-type: none"> • Consideration and appointment of appropriate Member (consult Leader) 	CEX/KJ	Carry forward
D.1	Overview and Scrutiny Developments: <ul style="list-style-type: none"> • Preparation of Scrutiny Report for DS 	KJ/NE then	Carry Forward

	<p>Cttee</p> <ul style="list-style-type: none"> • Changes to Scrutiny Committee Report Format • Report to DS Cttee/Recommendations • Include Modernisation Group and Scrutiny Chairs and Vice Chairs in discussions 	HoDS/NE	
E.1	<p>Provision of Home ICT:</p> <ul style="list-style-type: none"> • Arrange two drop in sessions as part of Member Induction Programme – ascertain Member Home IT requirements and provide • Provision of NPT Home IT guidance Note to Members – August 2012 • Survey Members IT Provision & Support – at home and in civic centres (see G 1 also) 	<p>PG/SJ/AF</p> <p>PG/SJ/AF</p> <p>HoDS/SJ</p>	<p>Complete</p> <p>Complete</p> <p>Head of IT to attend a future meeting.</p>
F.1	<p>Annual Reports:</p> <ul style="list-style-type: none"> • Advice to Members regarding report compilation; sample reports (from WLGA) and Officers’ assistance to be defined • Database for Members meeting attendance 	<p>AM/NE</p> <p>AM</p>	<p>Complete</p> <p>Complete</p>

G.1	Provision of Member Accommodation: <ul style="list-style-type: none"> • Devise survey on current provision: Members' Rooms, political group officers etc; Members IT areas (See E1 also) • Collate and analyse responses 	HoDS/SJ	Carry forward
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