

## Democratic Services Committee

(Multi-Location Meeting – Council Chamber, Port Talbot & Microsoft Teams)

**Members Present:**

**13 February 2023**

**Chairperson:** Councillor S.Rahaman

**Vice Chairperson:** Councillor N.Goldup-John

**Councillors:** W.Carpenter, J.Hale, M.Harvey, J.Henton, P.A.Rees and P.Rogers

**Officers In Attendance** C.Griffiths, A.James, S.Curran, T.Rees and A.Thomas

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1. **Declarations of Interest**

There were no declarations of interest.

2. **Minutes of Previous Meeting**

The minutes of the meeting held on 29 November 2022 were approved as an accurate record.

3. **Public Participation Strategy**

The Public Participation Strategy has been developed in response to a requirement from the Local Government and Elections (Wales) Act 2021.

Members were informed that feedback forms can be accessed online or alternatively hard copies can be requested from officers.

Members noted the item for information.

4. **Member's Annual Reports**

Members were presented with information relating to Member's Annual Reports, as detailed within the report circulated.

Members noted the report for information.

5. **Members Personal Development Reviews**

Members were presented with information relating to Members Personal Development Reviews.

Resolved: Having due regard to the fact that no integrated impact assessment is required that the Democratic Services Committee:

- Note the Members Personal Development Review Scheme - Approve that the Democratic Services Manager will communicate with the Welsh Local Government Association (WLGA) and political groups to explore a cohort of current members to undertake the training to conduct Personal Development Reviews.
- Approve that the Democratic Services Manager will communicate with all Members via email, reminding them of the scheme and inviting them to complete a Personal Development Review should they so wish.

6. **Annual Survey of Members**

Members were presented with information relating to the Annual Survey of Members as detailed within the report circulated.

Resolved: That an annual survey be conducted with all elected members between February and April 2023.

- The content of the annual survey IS based on the draft attached at appendix 1.
- That the survey be conducted on a 1:1 basis by Democratic Services staff.

7. **Timings of Meetings**

Members were presented with information relating to the timings of meetings, as detailed within the report circulated.

Members were advised that the majority view is often considered in relation to information obtained. The committee will also be informed of the views obtained and can determine how they wish to proceed.

Resolved:           That the Committee note the update in relation to Timings of Meetings.

- That the Committee endorse the inclusion of 'Timings of Meetings' questions to be included in the Annual Member Survey.

8. **Forward Work Programme 22/23**

Members noted the Forward Work Programme.

9. **Urgent Items**

There were no urgent items.

**CHAIRPERSON**