

**SUMMARY OF REGULATORY DECISIONS  
(For Information Only)**

Democratic Services Committee

Monday, 11 November 2024

1. The summary attached contains the decision(s) made by the above Committee.
2. There is no call-in on these decision(s). They are produced to inform Members of decisions made.
3. The decision(s) are for immediate implementation.
4. The decision(s) summary is available on the website.

**K.Jones  
Chief Executive**

**Civic Centre  
Port Talbot**

**12 November 2024**

Members Present

**Chairperson:** **Councillor S.Rahaman**

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

**Councillors:** J.Hale, M.Harvey, J.Henton, C.Lewis,  
A.R.Lockyer, P.A.Rees, S.H.Reynolds and  
P.Rogers

**Councillor  
Apologies:** C.Williams

**Democratic Services Committee**

**Monday, 11 November 2024**

**SUMMARY OF DECISIONS**

**PART 1**

1. Declarations of Interest	There were no declarations of interest.
2. Minutes of Previous Meeting	The minutes of the meeting held on 22 July 2024 were approved as a true and accurate record.
3. Draft Annual Report of the Independent Remuneration Panel for Wales	<b>Resolved:</b> <ul style="list-style-type: none"><li>• That the Committee considers and comments on the Determinations made by the Independent Remuneration Panel for Wales in their draft Annual Report for 2024/25.</li><li>• That the Head of Democratic Services be authorised to make a response on behalf of the Democratic Services Committee reflecting the decision and comments made at the meeting, to the Independent Remuneration Panel for Wales.</li></ul>
4. Member Annual Report Scheme	<b>Resolved:</b> It is recommended that, having due regard that no integrated impact assessment is required that the Democratic Services Committee note the Members Annual Report Scheme and that the Democratic Services Manager communicates with all Members via email, reminding them of the scheme and inviting them to complete an Annual Report should they so wish.

<p>5. Members Personal Development Review (PDR) Process</p>	<p><b>Resolved:</b> It is recommended, that having due regard to the fact that no integrated impact assessment is required that the Democratic Services Committee:</p> <ul style="list-style-type: none"> <li>• Note the Members Personal Development Review Scheme</li> <li>• Approves 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.</li> <li>• Approves 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.</li> </ul>
<p>6. Survey of Elected Members 2024/2025</p>	<p><b>Resolved:</b> It is recommended that members agree:</p> <p>(a) That an annual survey be conducted with all elected members between November 2024 and January 2025.</p> <p>(b) The content of the annual survey based on the draft attached at appendix 1.</p> <p>(c) That the survey be conducted on a 1:1 basis by Democratic Services staff.</p>
<p>7. Handling Harassment, Abuse and Intimidation for Councillors Task &amp; Finish Group Final Report</p>	<p><b>Resolved:</b> It is recommended that:</p> <ol style="list-style-type: none"> <li>1. That members of the Democratic Services Committee endorse the outcomes of the Task and Finish Group included at Appendix A.</li> <li>2. That the action plan be monitored by the Democratic Services Committee on a 6 monthly basis for progress and</li> </ol>

	performance monitoring.
8. Forward Work Programme	The Forward Work Programme was noted.
9. Urgent Items	There were no urgent items.