

## DEMOCRATIC SERVICES COMMITTEE

(Committee Rooms 1/2, Civic Centre, Port Talbot)

**Members Present:**

**27 January 2017**

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

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

**Councillors:** M.Harvey, E.E.Jones, R.G.Jones, J.D.Morgan,  
A.N.Woolcock, A.Jenkins and Mrs.K.Pearson

**Officers In Attendance** Mrs.K.Jones, R.George, N.Evans, A.Manchipp,  
N.Headon, S.John and R. Jenkins

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1. **MINUTES OF THE LAST MEETING ON 10 NOVEMBER, 2016**

**RESOLVED:** that the Minutes of the meeting held on 10 November 2016, be confirmed as a correct record.

2. **MEMBERS' FACILITIES**

Members considered a progress report on the provision of Members Facilities within Port Talbot Civic Centre and Neath Civic Centre.

Officers advised that work would commence in the Members room in Port Talbot Civic Centre shortly after 20 March 2017.

Members asked whether the new seats that had been ordered were faux leather or fabric and it was confirmed that they were fabric.

In addition, Members stated that they welcomed the works being undertaken to improve the audio and visual facilities in Neath Civic Centre.

Members questioned whether there was a possibility of introducing some sort of tea and coffee vending facility within the Members room in Port Talbot Civic Centre particularly given the reduced opening hours of the on site coffee shop. It was agreed that quotes would be obtained for the purchase or the lease of such a facility.

Members also noted that the refrigerator currently in the Members room was old and unhygienic. Officers confirmed that the item would be replaced as part of the refurbishment programme and cleaning of the new fridge will be arranged on a weekly basis.

Members noted that whilst not actually a facility there is a need to ensure that presentations are readable when shown on projectors and paper copies. It was agreed that this would be looked at by officers to ensure some consistency.

Members asked could they be kept updated on the progress in relation to the refurbishment of the opposition group rooms. Officers confirmed that this would be the case but stressed that they may like to the opportunity to have their own purge on what is currently stored within the office areas.

Members asked for a point of clarity on why no refreshments were allowed in the Chamber. It was confirmed that this was a historic decision and was in relation to the furniture and desk finishings. Officers stated that they would look at allowing liquid refreshments to be consumed.

**Resolved:**

- **That Officers obtain quotes for the provision of tea/coffee facilities for the Members room in Port Talbot Civic Centre.**
- **That work is undertaken to review the possibility of basic guidance being circulated to encourage officers to prepare and present presentations which are clear, concise and free of abbreviations and jargon to aid understanding of Members.**

**3. MEMBERS' ICT SCHEME AND USAGE**

Members considered a report that sought Members approval to amend the current Members ICT Guidance and Internet Usage Policy.

Officers advised that the policy had been revised following the introduction of the voluntary paperless programme which allowed Members to take up the option of accessing their Council papers electronically, via a mobile tablet device, if they agreed to stop receiving hard copies of the relevant meeting documentation. Members discussed whether a protocol was required for Social Media and it was agreed that while a protocol was not necessary further

guidance would be of assistance to returning and newly elected Members. Following the 2017 Local Government Elections.

Members stated that it was a requirement that all Council meeting places should allow access to WiFi so that mobile devices can be used on WiFi rather than mobile data which could incur increased costs. Officers stated that work was ongoing within Margam Crematorium and it should be available shortly. Further progress was noted in relation to Margam Park and that CADW had allowed for facilities to be attached to the flagpole as opposed to the castle walls, it was further noted that this would allow WiFi at the Orangery which would also improve facilities for business conferences at the venue.

It was agreed that there should be two strands of iPad training one on general iPad usage including Good Software and Modern. Gov training, with another for Chairs of Committees and how mobile tablet devices should best be used when Chairing formal meetings.

Officers suggested that due to the limited use of the photocopying facilities within the Members room in Port Talbot Civic Centre that the current equipment be removed at the end of the current contract. . Members commented that there are occasions when use of a self-service photocopier has proven beneficial particularly if they are attending late meetings when they may require copies of documents out of normal working hours.

**Resolved:**

- **Develop Social Media Guidelines for Elected Members ;**
- **Provide specific training for the use of mobile tablet devices and software in relation to general usage as well as assisting in Chairing formal meetings.**
- **Photocopier/Scanner to be retained within Port Talbot Civic Centre Members Room for use of Elected Members.**

**CHAIRPERSON**