

Democratic Services Committee

(via Microsoft Teams)

Members Present:

7 June 2021

Chairperson: Councillor J.D.Morgan

Vice Chairperson: Councillor A.R.Aubrey

Councillors: S.Miller, S.Purse, S.Renkes, A.Llewelyn,
S.K.Hunt and A.J.Taylor

Officers In Attendance C.Griffiths, S.Curran and A.Thomas

1. **Declarations of Interest**

There were no declarations of interest received.

2. **Minutes of Previous Meeting**

The minutes of the previous meeting held on 25th January 2021 were approved as an accurate record.

3. **To establish Terms of Reference for 'On-boarding; Programme Plan for Member Induction 2022'**

Craig Griffiths went through the report. It was confirmed the Working Group would consider both member induction and also Diversity in Democracy.

Members were conscious to ensure that Members who come in on a by-election are also considered during this process.

Members briefly discussed Diversity in Democracy. The hybrid model was considered and Members recognised its importance in contributing to flexibility of future work arrangements. It was also suggested that perhaps the larger employers within the Borough

could be contacted to discuss how they encouraged participation within local democracy in the workplace i.e. right to time off etc. Members discussed how they should engage with officers moving forward – how this should work and how it will continue moving forward. For example how would an officer approach a member of staff?

Following consideration of the report presented.

Resolved: Members of the Democratic Services Committee agree that Member Induction 2022 be identified as a priority area of work for the Committee.

Resolved: Members of the Democratic Services Committee establish a Task and Finish Group to meet during July, August and September 2021 with a view to contributing towards proposals for the shape and content of the Member Induction programme in 2022 and to consider the diversity in democracy programme.

Resolved: That Members of the Democratic Services Committee agree to hold a special meeting of the Democratic Services Committee in or around October 2021 to consider the output of the Task and Finish Group work.

4. **Member Annual Report Scheme**

The Committee received and noted the Member Annual Report Scheme.

Resolved: That the report be noted for information.

5. **Members Personal Development Review (PDR) Process**

Members received and noted the Members Personal Development Review Process.

Resolved: That the report be noted

6. **Annual Report of the Independent Remuneration Panel for Wales 2021/22**

The Committee received and noted the report.

Members noted the feedback that had been provided to the IRPW previously on the draft report and thanked officers for doing this.

Resolved: That the report be noted for information

7. **Annual Report of the Members IT Reference Group**

The Committee received the Annual Report of the Members IT Reference Group.

Members noted the adoption of Zoom which would enable Welsh translation during meetings. Members were advised that it is still early during its use, however officers are working to ensure that it works as required for the Council. It will not be rolled out to Members until the system works as required.

Members expressed their concern about using two platforms (Microsoft Teams and Zoom) and the confusion this may cause. Officers agreed that it would need to be well established and there would be plenty of trial runs to ensure that everyone is comfortable using the platform before any switch is made.

Members raised the point that Zoom would also have to work within a hybrid situation, not just for remote users.

Members briefly raised the issue of using personal equipment to access Council accounts.

Resolved: That the report be noted

8. **Forward Work Programme 20/21**

Resolved: That the Forward Work Programme be noted for information.

9. **Urgent Items**

There were no urgent items.

CHAIRPERSON