

DEMOCRATIC SERVICES COMMITTEE

5 September 2018

REPORT OF THE TASK AND FINISH GROUP

MEMBERS' ANNUAL REPORT SCHEME

Purpose of Report

To Review the Authority's Annual Report Scheme

Background

In accordance with Minute No 6 of the Democratic Services Committee held on 1 February 2018, the Task and Finish Group met on the 29 June 2018 to discuss the Member Annual Report Scheme. The Group noted that whilst the Authority was required, under the Local Government (Wales) Measure 2011, to have a Scheme in place, it was not compulsory for Members to complete an Annual Report.

Members of the Task and Finish Group considered the Guidance and Template already in place. A copy of the report of the Task and Finish Group is attached for Members' information.

The Task and Finish Group considered the ways in which information was disseminated to their constituents, and felt that a range of ways should be offered to Members in addition to the Annual Report such as Newsletters and the use of Social Media.

For information the WLGA has published a Social Media Guide for Members which is listed in the background papers.

Financial Impact

There are non financial impacts associated with this report.

Equality Impact Assessment

There are none.

Workforce Impacts

There are no significant workforce impacts associated with this report.

Legal Powers

Local Government (Wales) Measure 2011 (S.7)

<http://www.legislation.gov.uk/mwa/2011/4/contents>

Risk Management

There are no significant risks associated with this report.

Consultation

There is no requirement under the Constitution for external consultation on this item.

Recommendations:

1. That the design of the current Annual Report Template be improved to make it more dynamic;
2. That Members be reminded of the Scheme and be provided with a copy of the improved template;
3. That training be provided for those Members interested in the use of Social Media, and receive appropriate support including training on analytics;
4. That a tool kit be developed to assist Members in designing their Newsletters.
5. Committee is asked to note the Social Media document issued by the WLGA and agree it should be circulated to all Members for their information.

Reason for Decision

To update the Members Annual Report Scheme.

Implementation of Decision

That the decision is proposed for immediate implementation.

Appendices

Appendix 1 – Report to the Task and Finish Group of 29 June 2018

List of Background Papers

Local Government Measure Wales 2011-

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

[media policy WLGA](#)

Officer Contacts

Karen Jones - Head of Corporate Strategy and Democratic Services
e-mail: k.jones3@npt.gov.uk Telephone: 01639 763284