

## DEMOCRATIC SERVICES COMMITTEE

(Committee Room 1/2 - Port Talbot Civic Centre)

**Members Present:**

**5 September 2018**

**Chairperson:** Councillor J.D.Morgan

**Councillors:** S. ap Dafydd, S.K.Hunt, S.Miller, S.Purseley,  
S.Renkes, A.J.Taylor, R.L.Taylor,  
A.N.Woolcock and A.Llewelyn

**Officers In Attendance** K.Jones, S.John, C.Furlow, D. Giles,  
A.Manchipp and J.Davies

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1. **MINUTES OF LAST MEETING 1 FEBRUARY 2018**

**RESOLVED:** That the Minutes of the last meeting held on 5 September 2018, be noted.

2. **MEMBERS' ANNUAL PERSONAL DEVELOPMENT REVIEW (PDR) PROCESS**

In accordance with minute No 5 of the Democratic Services Committee held on 1 February 2018, the Committee received the findings of the Task and Finish Group set up to consider the Members' Annual Personal Development Review (PDR) Process as contained within the circulated report.

Members queried whether the Head of Democratic Services had received the necessary training to undertake Annual Personal Development Reviews with Elected Members and enough time due to other work commitments. The Head of Democratic Services confirmed she had received the necessary training and would keep under review her capacity to carry out reviews if requested.

Members queried whether training to become a reviewer was available to all Members or to a limited number. Officers stated that previously nominations had been sought from group leaders and had been limited to half a dozen reviewers.

**RESOLVED:** That the recommendations contained in the circulated report be supported and that nominations be sought from Group Leaders with training being arranged as appropriate.

3. **MEMBERS' IT REFERENCE GROUP - TERMS OF REFERENCE**

The Committee received information in relation to Members IT Reference Group as contained within the circulated report.

Members queried whether the IT training would focus on mainly basic skills. Officers stated that it would depend on the outcome of the first meeting where the existing arrangements would be reviewed.

**RESOLVED:** That the membership for the IT Reference Group be reviewed outside the meeting in consultation with Group Leaders, and that the first meeting of the Members IT Reference Group be arranged.

4. **MEMBER ANNUAL REPORTS SCHEME**

In accordance with minute No 6 of the Democratic Services Committee of the Democratic Services Committee held on 1 February 2018, the Committee received the findings of the Task and Finish Group set up to consider the Members Annual Report Scheme, as contained within the circulated report.

The Committee welcomed the findings contained within the report.

**RESOLVED:**

- a. That the design of the current Annual Report Template be improved to make it more dynamic
- b. That Members be reminded of the Scheme and be provided with a copy of the improved template
- c. That a tool kit be developed to assist Members in designing their Newsletters
- d. That a Social Media document issued by WLGA is circulated to all Members

5. **MEMBERS' DEVELOPMENT AND TRAINING PROGRAMME**

The Committee received information in relation to the Members' Development and Training Programme as contained within the circulated report.

Members commented that there was a wide and comprehensive range of training opportunities available to Members. Officers informed Members that training had been arranged for Scrutiny Members in September with Ian Bottrill regarding lines of enquiry and topic selection.

Members identified the following priority areas for the Member Training Programme for the remainder of the civic year 2018/19:

- Social Media
- Chairing skills (for Council meetings and meetings within community wards)
- Committee Procedures (following the update to the Constitution by the Head of Legal Services)
- Income Generation and Commercialisation

**RESOLVED:** That a Member Training Programme be drafted for consideration by the Committee at the meeting on the 7 November 2018.

## 6. **MEMBERS' APOLOGIES POLICY**

In accordance with minute No 8 of the Democratic Services Committee held on 1 February 2018, the Committee received feedback following the consultation exercises in relation to Members' Apologies Policy, as contained within the circulated report.

Members welcomed the addition of new categories following a recent consultation, but requested that maternity and paternity leave to also be included.

The majority of the Committee was in agreement that apologies should not be received retrospectively.

The Committee requested for legislation regarding Members' apologies to be drawn out and reflected in the Policy.

**RESOLVED:** That a further draft of the Members' Apologies Policy be brought back to the Committee at its next meeting on the 7 November 2018 for consideration before being commended to Council.

7. **DISABILITY AUDIT**

The Committee received information in relation to the proposed Disability Audit.

**RESOLVED:** That a workshop led by Councillor S. Miller and supported by Shaw Trust be established to undertake a Disability Audit, and that the first meeting be arranged.

8. **WELSH LANGUAGE STANDARDS UPDATE (MOD GOV UPDATE)**

The Committee received information in relation to the Welsh Language Standards Update as contained within the circulated report.

Officers informed the Committee that agendas were now being published bilingually and that progress was ongoing with regard to publishing minutes of meetings bilingually.

**RESOLVED:** That the report be noted.

9. **DEMOCRATIC SERVICES COMMITTEE WORK PROGRAMME**

Members received the Work Programme for the Democratic Services Committee.

Members requested that the note in relation to Councillor Woolcock be removed as he was now a Members of the Committee.

**RESOLVED:** That the following items be placed on the work programme for the meeting on the 7 November 2018:

- Members' Apologies Policy
- Members Training Programme

10. **ACCESS TO MEETINGS**

**RESOLVED:** that pursuant to Section 100A(4) and (5) of the Local Government Act 1972, the public be excluded for the following items of business which involved the likely disclosure of exempt information as defined in Paragraph 14 of Part 4 of Schedule 12A to the above Act.

11. **SECURITY OF CIVIC BUILDINGS**

The Committee received the private circulated report in relation to the Security of Civic Buildings.

The Committee requested for the Members Lone Working/Personal Safety Policy be circulated to all Members.

**RESOLVED:** That the report be noted and the Members' Lone Working/Personal Safety Policy be circulated to all Members.

**CHAIRPERSON**