

# DEMOCRATIC SERVICES COMMITTEE

(COMMITTEE ROOMS 1 AND 2)

**Members Present:**

**11 July, 2019**

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

**Vice Chairperson:** Councillor A.R.Aubrey

**Councillors:** S.K.Hunt, A.Llewelyn, S.Miller, S.Pursey,  
S.Renkes, A.J.Richards and R.L.Taylor

**Officers In Attendance:** K.Jones, C.Griffiths, C.Furlow and A.Manchipp

---

## 1. **MINUTES OF PREVIOUS MEETING**

The Minutes of the previous meeting held on 7 March 2019 were approved as an accurate record.

### Matters Arising

Members received an update on the following:-

- In relation to Minute No 2, it was noted that Members' carers' allowance was subject to tax, as such it was agreed that officers contact the IRPW requesting that it petitions the HMRC to amend this;
- In relation to Minute No 4, a survey would be issued to Members to identify social media training needs and thereafter training be provided as appropriate. Member training on committee procedure had been prepared and would be rolled out following the Chairs and Vice Chairs Forum next week;
- In relation to Minute No 11, Members were advised that the new Committee cycle had taken on board the view of Committee around school holidays. In addition the issue around Planning Site Visits and the cancellation of Seminars

had been addressed. The request around scrutiny briefings would be addressed going forward.

2. **DATA PROTECTION ACT 2018 TRAINING AND DATA PROTECTION FEES**

Committee received the report of the Head of Legal Services in relation to the above. Members noted that a further training session would be held in the autumn, if however Members wished one to one training this could also be accommodated.

In relation to the fees payable, the fee for 2019/20 had been paid for each Member by the Council, however going forward there would be no registration fee.

Members' access to the Potentially Violent Persons Register was queried, in particular in relation to GDPR. The Head of Legal Services advised that the register was managed by Health and Safety and that how and why the information was gathered together with the reason the information was required would need to be considered in relation to any request from Members to access the database.

**RESOLVED:** That the Head of Legal Services provide a report in relation to the above.

3. **WEBCASTING**

The Committee was advised that a report would be considered by Council on 17 July 2019, in relation to engaging the public in the democratic processes of the Council, which included webcasting, and to charging this committee with exploring the different options available.

In advance of Council's decision, the Committee was invited to discuss how best to start the process and it was agreed that, subject to Council's decision, a Special meeting be arranged in September to agree a way forward. The following issues would need to be considered:-

- Which meetings to be webcast?
- Staffing resources
- Member training

- Translation/signing /subtitles?
- Whether consultation be undertaken with the public seeking their views?
- The introduction of e petitions
- Visit/SKYPE other local authorities to view their system
- To determine whether public participation has improved as a result of webcasting etc.
- View other local authorities webcasting
- That webcasting be undertaken as a pilot?

**RESOLVED:** That an additional meeting of the Committee be convened in September and that the Assistant Chief Executive and Chief Digital Officer submit a report on a proposed project plan for the work to be undertaken in relation to increasing public engagement in the democratic process.

#### 4. **MEMBER ATTENDANCE AT PRE BRIEFINGS**

In accordance with Minute No 3 of 7 March 2019, Committee received the report of the Assistant Chief Executive and Chief Digital Officer in relation to Member attendance at scrutiny committee pre briefings.

**RESOLVED:** That Group Leaders be requested to encourage all Members to attend the pre briefings of the scrutiny committees on which they sit.

#### 5. **FORWARD WORK PROGRAMME 19/20**

Committee considered the Forward Work Programme.

**RESOLVED:** That a Special meeting be convened in September and that in addition to the project plan, the Chairperson's Annual Report be considered at that meeting.

**CHAIRPERSON**

