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For all enquiries relating to this agenda please contact Emma Sullivan
(Tel: 01443 864420 Email: sullie@caerphilly.gov.uk)

Date: 24th February 2016

Dear Sir/Madam,

A meeting of the **Democratic Services Committee** will be held in the **Sirhowy Room, Penallta House, Tredomen, Ystrad Mynach** on **Wednesday, 2nd March, 2016** at **5.00 pm** to consider the matters contained in the following agenda.

Yours faithfully,

A handwritten signature in blue ink that reads 'Chris Burns'.

Chris Burns
INTERIM CHIEF EXECUTIVE

A G E N D A

	Pages
1 Apologies for absence.	
2 Declarations of Interest. Councillors and Officers are reminded of their personal responsibility to declare any personal and/or prejudicial interest(s) in respect of any item of business on this agenda in accordance with the Local Government Act 2000, the Council's Constitution and the Code of Conduct for both Councillors and Officers.	
To approve and sign the following minutes: -	
3 Democratic Services Committee held on 18th November 2015.	1 - 2

To receive and consider the following reports: -

A greener place Man gwyrddach



4	Designation of Interim Head of Democratic Services.	3 - 6
5	Scrutiny Review Implementation Plan Update.	7 - 22
6	WLGA Consultation on Induction for New Members 2017.	23 - 32
7	Printing Costs for Members.	33 - 36

Circulation:

Councillors P.J. Bevan, D.G. Carter, H.W. David, W. David, D.T. Davies (Vice Chair), Mrs C. Forehead, Mrs P. A. Griffiths, Ms J.G. Jones, L. Jones, G. Kirby, C.P. Mann (Chair), Mrs G.D. Oliver, Mrs D. Price, Mrs M.E. Sargent, Mrs E. Stenner and J. Taylor,

And Appropriate Officers



DEMOCRATIC SERVICES COMMITTEE

MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, YSTRAD MYNACH
(SIRHOWY ROOM)
ON WEDNESDAY 18TH NOVEMBER 2015 AT 5:00PM

PRESENT:

Councillor C.P. Mann - Chair
Councillor D.T. Davies - Vice Chair

Councillors:

P. Bevan, D.G. Carter, W. David, Ms J.G. Jones, Miss L. Jones, G. Kirby, Mrs G. Oliver,
Mrs D. Price, Mrs E. Stenner and J. Taylor.

Together with:

A. Price (Interim Head of Democratic Services and Deputy Monitoring Officer).

1. APOLOGIES

Apologies for absence were received from Councillor H.W David, Mrs C. Forehead, Mrs P. Griffiths and Mrs M.E. Sargent.

2. DECLARATIONS OF INTEREST

There were no declarations of interest made at the beginning or during the course of the meeting.

3. MINUTES – 16TH SEPTEMBER 2015

RESOLVED that the minutes of the meeting held on the 16th September 2015 be approved as a correct record and were signed by the Chair.

REPORTS OF OFFICERS

4. DRAFT INDEPENDENT REMUNERATION PANEL FOR WALES ANNUAL REPORT 2015/16.

The report highlighted the draft determinations of the Independent Remuneration Panel for Wales Annual Report relating to Councillors and Co-opted Members for 2016/17.

The Interim Head of Democratic Services and Deputy Monitoring Officer outlined the different elements of the annual report and confirmed that the Panel were not suggesting any increases in payments for 2015/16 however the Panel does propose two levels of £29,000 and £26,100 for Senior Salaries and two levels for Committee Chairs; Level 1 is £22,000, Level 2 is £20,000 and the remuneration for the Leader of the largest opposition group has been reduced from £22,000 to £20,000. The Council will have to determine itself which Executive Members and Committee Chairs would be entitled to which level of pay within these two levels based upon the portfolios, level of responsibility and workload.

The Panel's determinations will take effect from the date of the Council's Annual General Meeting in 2016 and the Officer confirmed that as previously agreed Members or Co-opted Members may forego any part of their remuneration entitlement by giving notice in writing to the Chief Executive.

Members were advised that any feedback on the draft proposals would be forwarded to the Panel as part of the consultation exercise, which is due to end at the end of November.

The Chair thanked the Officer for the report and full discussion ensued.

Members, having fully considered the report offered a number of comments and suggestions, which included reducing the number of members of Cabinet, how the possible implementation of 2 levels of Committee Chairs could be achieved, and noted the proposed a reduction on the salary for the leader of largest opposition group within an Authority.

Members discussed the support services in place for Members, both from Democratic Services and IT and it was noted that Caerphilly CBC are providing more services than other Local Authorities. However, whilst some Members felt that there were adequate facilities in place, such as the Citrix Keys, iPads and availability of the Mod.gov system on all devices, a Member felt that the service provided by IT Support was not good enough and had experienced a number of problems with the service.

Having fully considered its content the Democratic Services Committee noted the report and the Panels draft determinations and requested that the Committee be circulated the response prior to sending to the Panel.

5. DEMOCRATIC SERVICES FORWARD WORK PROGRAMME

The report and Forward Work Programme for the period 2015 to 2016 was presented to Members for their consideration. Members were asked to request any additional reports in line with the Democratic Service Committee's terms of reference, and were advised that the forward work programme would be updated on a quarterly basis to reflect any the changes.

Members thanked the Officer for the report and noted the Forward Work Programme for 2015/16.

The meeting closed at 5:44 pm.

Approved as a correct record subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 2nd March 2016 there were signed by the Chair.

CHAIRMAN



DEMOCRATIC SERVICES COMMITTEE – 2ND MARCH, 2016

SUBJECT: DESIGNATION OF INTERIM HEAD OF DEMOCRATIC SERVICES

REPORT BY: INTERIM CHIEF EXECUTIVE

1. PURPOSE OF REPORT

- 1.1 To designate an Interim Head of Democratic Services, prior to its recommendation to Council..

2. SUMMARY

- 2.1 This report seeks approval from the Democratic Services Committee to designate the Scrutiny Manager as the statutory Head of Democratic Services on an interim basis.

3. LINKS TO STRATEGY

- 3.1 To implement the provisions of the Local Government (Wales) Measure 2011 and subsequent Assembly guidance. The Council has a statutory duty to designate an officer as the Head of Democratic Services.

4. THE REPORT

- 4.1 The Local Government (Wales) Measure 2011 contains provisions aimed at promoting participation and strengthening democratic processes within Local Government. As part of these reforms the Measure introduced a new statutory officer role of 'Head of Democratic Services'.
- 4.2 The Measure requires each Local Authority to designate an officer to the statutory post of Head of Democratic Services and provide that officer with sufficient support to discharge their responsibilities. The Democratic Services Committee has responsibility for designating the post following advice from the Chief Executive. The responsibilities of the Head of Democratic Services are:-

(a) To provide support and advice –

- To the Authority in relation to its meetings
- To Committees of the Authority and the Members of those Committees
- To any joint Committee which a Local Authority is responsible for organising and the Members of that Committee
- In relation to the functions of the Authority's overview and Scrutiny Committee(s), to Members of the Authority, Members of the Executive and Officers
- To each Member of the Authority in carrying out the role of the Member of the Authority**.

- (b) To promote the role of the Authority's overview and Scrutiny Committee(s).
- (c) To make reports and recommendations in respect of the number and grades of staff required to discharge democratic services functions and appointment, organisation and proper management of those staff.
- (d) Any other functions prescribed by the Welsh Ministers.

*Limited to the functions of Scrutiny and the Democratic Services Committees.

**Does not include advice to a cabinet Member in exercising their executive functions other than at a meeting of a Scrutiny or Democratic Services Committee meeting.

- 4.3 The Council's Deputy Monitoring Officer carries the statutory designation as Head of Democratic Services. However the substantive postholder has been appointed to the role of Interim Head of Legal Services & Monitoring Officer.
- 4.4 As a result of the above arrangements, the Democratic Services Committee at its meeting held on 28th May, 2014, confirmed the designation of the Interim Deputy Monitoring Officer as Head of Democratic Services.
- 4.5 The Interim Officer has recently left the Authority and therefore it is necessary to make a new designation.
- 4.6 The Head of Democratic Services must not be the Council's Head of Paid Service, Monitoring Officer, or Chief Finance Officer, as these posts already carry a statutory officer designation. It is proposed therefore that the Council's Scrutiny Manager be designated as the Council's Interim Head of Democratic Services initially until 31st August, 2016, when the interim arrangements for the Head of Legal Services are due to be reviewed.

5. FINANCIAL IMPLICATIONS

- 5.1 The financial implications arising from this report will be met from existing budgets.

6. PERSONNEL IMPLICATIONS

- 6.1 The personnel implications are contained in the body of this report.

7. EQUALITIES IMPLICATIONS

- 7.1 None arising from the Report.

8. CONSULTATIONS

- 8.1 There are no consultation responses that have not been reflected in this report.

9. RECOMMENDATIONS

- 9.1 That Democratic Services Committee designate the Scrutiny Manager as the Interim Head of Democratic Services, on an interim basis, initially until 31st August, 2016.

- 9.2 Democratic Services Committee recommend to Full Council the designation of the Scrutiny Manager as Interim Head of Democratic Services on an interim basis until 31st August 2016 and the Interim Head of Legal Services and Monitoring Officer is given delegated authority to make the appropriate amendments in the Council's constitution.

10. REASONS FOR THE RECOMMENDATIONS

- 10.1 To comply with the Local Government (Wales) Measure 2011.

11. STATUTORY POWER

- 11.1 Local Government (Wales) Measure 2011.

Authors: G. Williams, Interim Head of Legal Services and Monitoring Officer
Consultees: Nicole Scammell, Acting Director of Corporate Services
Chris Burns, Interim Chief Executive
Councillor C. Mann – Chair of Democratic Services
Councillor C. Forehead – Cabinet Member

Background Papers:

Report to Democratic Services Committee – 28th May, 2014

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DEMOCRATIC SERVICES COMMITTEE – 2ND MARCH 2016

SUBJECT: SCRUTINY REVIEW IMPLEMENTATION PLAN UPDATE

REPORT BY: ACTING DIRECTOR OF CORPORATE SERVICES AND SECTION 151 OFFICER

1. PURPOSE OF REPORT

- 1.1 To update Democratic Services Committee with the progress made in respect of the Scrutiny Review Implementation Plan.

2. SUMMARY

- 2.1 This report outlines the progress with the Scrutiny Review Implementation Plan and the status of actions up to mid-February. The majority of the actions are either completed or ongoing, the aim is to ensure that all actions are completed by May 2016 when the main changes to scrutiny committee meetings will be implemented.

3. LINKS TO STRATEGY

- 3.1 The operation of scrutiny is required by the Local Government Act 2000 and subsequent Assembly legislation.

4. THE REPORT

- 4.1 The recommendations of the Scrutiny Review were agreed by Council on the 5th October 2015. The recommendations are summarised below:
- That a limit of no more than 4 items is placed scrutiny agendas.
 - That there is a limit placed on the number of special scrutiny meetings held per scrutiny committee, of two additional meetings per annum, with priority for MTFP.
 - Cabinet and scrutiny forward work programmes to include brief narrative on key issues to be covered in the Reports and Scrutiny committees will discuss their forward work programmes at each meeting.
 - Scrutiny Leadership Group will recommend whether referrals of individual Ombudsman reports from Standards Committee should be referred to scrutiny committee or Audit Committee.
 - A list of stakeholders and external witnesses be developed for each scrutiny committee and maintained and agreed by Scrutiny Leadership Group. An expert witness protocol be developed
 - Information items be removed from scrutiny committee agendas and instead be placed on the Members Portal.
 - A prioritisation matrix is developed for requests for reports from Members and the public.

- The quality of reports will be reviewed and monitored by Scrutiny Leadership Group for 6 months from the implementation of the new arrangements.
- A protocol be developed for task and finish groups and agreed by Democratic Services Committee, with a limit of two task and finish groups to run at a time
- The members training programme be further developed to incorporate relevant comments from the workshops.
- That guidance on the format and content of the Cabinet Members' written statement is developed.
- Good practice for pre-meetings be shared amongst Scrutiny Leadership Group including peer observations.
- The possibility of joint scrutiny committees be explored and the minutes of joint committees and other information about relevant outside bodies be published on the Members Portal.
- A dedicated performance management meeting be held for each scrutiny committee once per annum.
- The protocol for External Audit, Inspection and Regulatory Bodies interface with scrutiny be presented to Council for consideration and adoption once it is completed.
- The terms of reference and membership of the Scrutiny Leadership Group be Reviewed.
- A self-evaluation of scrutiny arrangements be carried out within 12 months of changes being agreed.

4.2 An implementation plan (Appendix 1) was developed to ensure that changes to scrutiny were introduced in a logical order and the transition is as smooth as possible. This was reported to Audit Committee on 9th December 2015 in respect of the area for improvement in the Annual Governance Statement for 2014/15 (Appendix 2). The following table outline the progress to date:

Month	Action	Progress
October 2015	Discussions of implementation plan at CMT and with Scrutiny Leadership Group	Completed, SLG 29 th October 2015, CMT 12 November 2015
	Initial meeting with IT to arrange Members focus group to work on information items	Completed, met on 27 October 2015. Focus Group met 1 December 2015
	Initial meeting with Performance Management to discuss timing of meetings and transition from current process	Completed, met on 29 October 2015, discussed holding dedicated PM meeting during May/June
November 2015	Discussions of implementation plan with Cabinet Member and Democratic Services Committee	Partly Completed – Democratic Services Committee (planned for 2/12/15 but meeting brought forward) therefore to be updated on 2/3/2016
	Minutes of joint committees and other relevant bodies to be placed on the website	Ongoing - this can be done through Modgov.
	Members of Scrutiny Committees to receive initial information about prioritisation and key decisions in their refresher training sessions	Completed during November/December 2015
	Scrutiny Manager to attend SMT for each directorate to discuss narratives in Cabinet FWP	Completed – First meeting held November 2015

	Initial meeting with Monitoring Officer and Corporate solicitor to discuss changes to constitution	Partly Complete
	Meeting with Communications and Engagement Team to discuss external witness & stakeholder list	Completed, met on 18 November 2015
December 2015	FWP template to be amended	Partly Complete – protocol drafted
	Prioritisation matrix to be developed	Partly Complete – protocol drafted
	Cabinet Members protocol for written reports to be developed	Partly Complete – protocol drafted to be discussed at CMT on 18 February 2016
January 2016	Training to be given on Cabinet Members protocol and detailed Cabinet FWP	Outstanding, awaiting final protocol
	Requests for reports procedure to be developed – linked to prioritisation matrix	Partly Complete – protocol drafted
	Co-opted Members appointments process to be developed	Outstanding
	Further update to Scrutiny Leadership Group on implementation plan.	Completed, 28 January 2016
	New processes for information items to be on Members' Portal	Ongoing – IT developing new pages on portal
February 2016	Task and Finish group protocol to be developed.	Outstanding
	Scrutiny Committees to begin discussing FWPs at each meeting	Planned workshops for February/March 2016
	Cabinet Members protocol to commence at Scrutiny Meetings	Outstanding – should commence once protocol & Training completed
	Amended terms of reference for Scrutiny Leadership Group to be developed	Outstanding

4.3 From May 2016 Scrutiny Committees will be implementing the changes to agendas, whereby there will be a maximum of four items to be discussed. The current arrangements where several items are listed for information and have to be called forward for discussion will cease. It is planned that these reports will instead be placed on the Members Portal and Members will be notified when reports are updated. Each Scrutiny Committee will have a specific area on the portal, within which there will be a section for each service area. If a Member subsequently wishes to add one of these reports to an agenda for discussion, they can raise this during the debate on forward work programmes and the committee will determine when it will be added.

4.4 Forward work programmes will be discussed at every Scrutiny Committee meeting, the committee will determine what items will be added to the work programme. In order to assist the committee this will be considered alongside the Cabinet work programme, with Officers and the Cabinet Member available to provide further details. The Scrutiny Committee will also consider report requests and will agree if it is appropriate to add the request to the work programme. Protocols have been drafted in order to facilitate this process.

4.5 In order to ensure that each Scrutiny Committee can consider its work programme for the first time and look at the year ahead, arrangements have been made to hold a workshop prior to each respective Scrutiny Committee meeting in February and March. This workshop will give Members the opportunity to plan their work programme from May onwards. Following this the work programme will be placed on the agenda for every standard meeting in order to update and review. This workshop can be held on an annual basis.

4.6 The implementation plan includes proposals to provide training on these new arrangements for each Scrutiny Committee, to be provided at the annual scheduled training, which is held following the Annual General Meeting of Council. It is proposed to include the following in the training:

- Forward work programmes
- Request for reports
- Members Portal.

5. EQUALITIES IMPLICATIONS

5.1 This report is for information purposes, so the Council's EqIA process does not need to be applied.

6. FINANCIAL IMPLICATIONS

6.1 There are no financial implications not contained in the report.

7. PERSONNEL IMPLICATIONS

7.1 There are no personnel implications not contained in the report.

8. CONSULTATIONS

8.1 There are no consultation responses not contained in the report.

9. RECOMMENDATIONS

9.1 Democratic Services Committee to note the progress to date and comment on the training proposals outlined in 4.6 of this report.

10. REASONS FOR THE RECOMMENDATIONS

10.1 To inform Democratic Services Committee of progress following the Scrutiny Review.

11. STATUTORY POWER

11.1 Section 21 of the Local Government Act 2000.

11.2 Local Government (Wales) Measure 2011.

Author: Catherine Forbes-Thompson, Scrutiny Manager
Consultees: Gail Williams, Interim Head of Legal Services and Monitoring Officer
Nicole Scammell, Acting Director of Corporate Services and Section 151 Officer
Emma Sullivan Committee Services Officer
Councillor Christine Forehead Cabinet Member HR & Governance/Business Manager
Councillor Colin Mann Chair Democratic Services Committee

Appendices:
Appendix 1 Scrutiny Review Implementation Plan
Appendix 2 Audit Committee Report

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Council approved the following 20 recommendations (with one amendment);

- (i) A limit of no more than 4 items be placed on scrutiny committee agendas.
- (ii) There be a limit placed on the number of special scrutiny meetings held per scrutiny committee, of two additional meetings per annum, with priority for MTFP.
- (iii) Cabinet and scrutiny committee forward work programmes include a brief narrative on key issues to be covered in the reports.
- (iv) Scrutiny committees discuss their forward work programmes at each meeting and confirm the 4 items to be discussed at the following meeting. The Chair of the relevant committee will decide whether any additional items are to be added to the agenda if presented urgently before the next meeting, subject to the limit of 4 items per agenda and acknowledging a special meeting can be arranged if necessary.
- (v) Scrutiny Leadership Group recommend whether referrals of individual Ombudsman reports from Standards Committee should be referred to scrutiny committee (and if so which committee) or Audit Committee.
- (vi) A list of stakeholders and external witnesses be developed for each scrutiny committee (maintained and agreed by Scrutiny Leadership Group). These can be called upon for specific agenda items to give evidence.
- (vii) An expert witness protocol be developed to ensure that witnesses are fully briefed and, in accordance with good practice, to ensure that evidence provided to the scrutiny committee is balanced and fair.
- (viii) Information items be removed from scrutiny committee agendas and instead be placed on the Members Portal in consultation with Democratic Services Committee.
- (ix) A prioritisation matrix be developed for requests for reports from Members and the public.
- (x) Comments from the workshops about report content be fed back to the relevant Directors. The quality of reports will be reviewed and monitored by Scrutiny Leadership Group for 6 months from the implementation of the new arrangements.
- (xi) A protocol be developed for task and finish groups and agreed by Democratic Services Committee, with a limit of two task and finish groups to run at a time, to ensure that the burden on limited resources is managed appropriately.

- (xii) The members training programme be further developed to incorporate relevant comments from the workshops including developing cabinet members role and be monitored by the Democratic Services Committee and Cabinet Member with responsibility for HR, Governance and Business.
- (xiii) That guidance on the format and content of the Cabinet Members written statement be developed. A new protocol will be developed to provide that the statement is shared ahead of the relevant meeting with scrutiny committee members and placed on the Members Portal, in advance of the scrutiny meeting. The protocol will give advice on the type of information to be included in the statement.
- (xiv) Good practice for pre-meetings be shared amongst Scrutiny Leadership Group including peer observations.
- (xv) The possibility of joint scrutiny committees be explored and the minutes of joint committees and other information about relevant outside bodies be published on the Members Portal.
- (xvi) A dedicated performance management meeting be held for each scrutiny committee once per annum.
- (xvii) The protocol for External Audit, Inspection and Regulatory Bodies interface with scrutiny be presented to Council for consideration and adoption once it is completed.
- (xxiii) The terms of reference and membership of the Scrutiny Leadership Group be reviewed to take into account any changes required as a result of the scrutiny review.
- (xix) A self-evaluation of scrutiny arrangements be carried out within 12 months of changes being agreed.
- (xx) The Monitoring Officer be authorised to amend the constitution in line with the above recommendations.

These can be grouped under the following headings;

- Forward Work Programmes and Agendas (i), (iii), (ix)
- Information (viii), (xv)
- Reports (x)
- Task and Finish Groups (xi)
- Cabinet Member and Scrutiny roles and training (xii), (xiii)
- Meeting Organisation and Scrutiny Chairs (ii), (iv)
- Scrutiny Leadership Group and Witnesses (v), (vi), (vii), (xiv), (xxiii)
- Performance Management (xvi)
- External scrutiny and AIRs (xvii)

- Self Evaluation (xix)
- Constitution (xx)

It is vitally important for implementation that these recommendations are implemented gradually and in a sensible order because they impact on each other, for example until the FWP and prioritisation are embedded, the limit of 4 agenda items may prove difficult. The following timeline has been developed;

October 2015

- Discussions of implementation plan at CMT (including giving feedback on report content) and with Scrutiny Leadership Group
- Initial meeting with IT to arrange Members focus group to work on information items
- Initial meeting with Performance Management to discuss timing of meetings and transition from current process (date for this to commence will be added below)

November 2015

- Discussions of implementation plan with Cabinet Member and Democratic Services Committee.
- Minutes of joint committees and other relevant bodies to be placed on the website (following discussion about how to inform members about this as part of the IT focus group meetings)
- Members of Scrutiny Committees to receive initial information about prioritisation and key decisions in their refresher training sessions
- Scrutiny Manager to attend SMT for each directorate to discuss narratives in Cabinet FWP
- Initial meeting with Monitoring Officer and Corporate solicitor to discuss changes to constitution
- Meeting with Communications and Engagement Team to discuss development of external witness & stakeholder list both internally and externally

December 2015

- FWP template to be amended.
- Prioritisation matrix to be developed.
- Cabinet Members protocol for written reports to be developed.

January 2016

- Training to be given on Cabinet Members protocol and detailed Cabinet FWP.
- Requests for reports procedure to be developed – linked to prioritisation matrix

- Co-opted Members appointments process to be developed.
- Further update to Scrutiny Leadership Group on implementation plan, including discussions about FWP discussions and good practice at meetings, discussion of co-opted members role and appointments
- New processes for information items to be on Members' Portal (or other methods as suggested by focus group) to be commenced

February 2016

- Task and Finish group protocol to be developed.
- Scrutiny Committees to begin discussing FWPs at each meeting.
- Cabinet Members protocol to commence at Scrutiny Meetings.
- Amended terms of reference for Scrutiny Leadership Group to be developed.

March 2016

- Democratic Services to discuss training requirements and programme as a result of changes
- List of stakeholders and external witnesses to be developed and consulted on internally and externally and with Scrutiny Leadership Group

April 2016

- Protocol for expert witnesses to be developed.
- Agenda items limit of no more than 4 meetings to be applied.
- Protocol for AIRs bodies to be considered and adapted if necessary.
- List of stakeholders and external witnesses to be discussed by Scrutiny Leadership Group
- Scrutiny Leadership Group to discuss their new terms of reference and good practice in relation to new processes.
- Scrutiny Leadership to review report content and quality of reports.

May 2016

- Training to be given on new processes before all Scrutiny meetings in their scheduled training sessions and communicated both internally and externally
- Constitution amendments to be agreed at AGM, for any changes required that are not explicit in the original recommendations.

August/Sept/October 2016

- Self-evaluation process to be undertaken including peer observations of scrutiny committees.



AUDIT COMMITTEE – 9TH DECEMBER 2015

SUBJECT: UPDATE IN RESPECT OF THE AREA FOR IMPROVEMENT IN THE ANNUAL GOVERNANCE STATEMENT FOR 2014/15

REPORT BY: ACTING DIRECTOR CORPORATE SERVICES & SECTION 151 OFFICER

1. PURPOSE OF REPORT

- 1.1 To advise Audit Committee of progress in respect of the area for improvement agreed in the Annual Governance statement for 2014/15 'to improve the effectiveness of current scrutiny arrangements'.

2. SUMMARY

- 2.1 In June 2015 Audit committee agreed an area for improvement 'The effectiveness of the current scrutiny arrangements' this report provides an update on progress to date. Council approved 20 recommendations to improve the effectiveness of Scrutiny on 6 October 2015 following the Scrutiny Review. These will be implemented following a careful plan between October 2015 and May 2016, and will be reviewed via a self-evaluation process after 12 months.
- 2.2 Each Scrutiny Committee will discuss their forward work programme in detail at their meeting in February 2016 and the limit of no more than 4 agenda items will commence from the Committee meetings after April 2016.
- 2.3 Communication, engagement and training as well as detailed protocols and guidance will be essential to ensuring successful implementation.

3. LINKS TO STRATEGY

- 3.1 The operation of scrutiny is required by the Local Government Act 2000 and subsequent Assembly legislation.

4. THE REPORT

- 4.1 This report outlines the arrangements to implement the recommendations from the scrutiny review report that were endorsed by Council on 6th October 2015 (appendix 1).
- 4.2 The scrutiny review was carried out to identify possible improvements to the operation of scrutiny following recommendations from the Wales Audit Office report 'Follow-up of the Special Inspection and Reports in the Public Interest', dated January 2015.
- 4.3 Council recommendations in the scrutiny review were as follows:
- (i) That a limit of no more than 4 items is placed scrutiny agendas.

- (ii) That there is a limit placed on the number of special scrutiny meetings held per scrutiny committee, of two additional meetings per annum, with priority for MTFP.
- (iii) Cabinet and scrutiny forward work programmes to include brief narrative on key issues to be covered in the Reports.
- (iv) Scrutiny committees will discuss their forward work programmes at each meeting and confirm the 4 items to be discussed at the following meeting. The Chair of the relevant Committee will decide whether any additional items are to be added to the agenda if presented urgently before the next meeting, subject to the limit of 4 items per agenda and acknowledging a special meeting can be arranged if necessary.
- (v) Scrutiny Leadership Group will recommend whether referrals of individual Ombudsman reports from Standards Committee should be referred to Scrutiny Committee (and if so which Committee) or Audit Committee.
- (vi) The positions of non- statutory co-opted members (without voting rights) of Health Social Care and Wellbeing & Education for Life Scrutiny Committees are removed and a list of stakeholders and external witnesses is developed for each scrutiny committee and maintained and agreed by Scrutiny Leadership Group. These can be called upon for specific agenda items to give evidence.
- (vii) A expert witness protocol to be developed to ensure that witnesses are fully briefed and in accordance with good practice to ensure that evidence provided to the scrutiny committee is balanced and fair.
- (viii) Information items are removed from scrutiny agendas and instead are placed on the Members Portal in consultation with Democratic Services Committee.
- (ix) A prioritisation matrix is developed for requests for reports from Members and the public.
- (x) Comments from the workshops about report content are fed back to the relevant Directors. The quality of Reports will be reviewed and monitored by Scrutiny Leadership Group for 6 months from implementation of the new arrangements.
- (xi) A protocol is developed for task and finish groups and agreed by Democratic Services Committee with a limit of two task and finish groups to run at a time, to ensure that the burden on limited resources is managed appropriately.
- (xii) The members training programme is further developed to incorporate relevant comments from the workshops including developing cabinet members role to be monitored by Democratic Services Committee and Cabinet Member with responsibility for HR, Governance and Business.
- (xiii) That guidance on the format and content of the Cabinet Members written statement is developed. A new protocol developed to provide that the statement is shared ahead of the relevant meeting with scrutiny committee members and placed on the Members Portal, in advance of the scrutiny meeting. The protocol will give advice on the type of information to be included in the statement.
- (xiv) Good practice for pre-meetings is shared amongst Scrutiny Leadership Group including peer observations.
- (xv) Explore possibility of joint scrutiny committee and publish minutes of joint committees and other information about relevant outside bodies on the Members portal.
- (xvi) Hold a dedicated performance management meeting for each scrutiny committee once per annum.

- (xvii) The protocol for External Audit, Inspection & Regulatory Bodies interface with scrutiny to be presented to Council to consider for adoption once it is completed.
- (xviii) Review the terms of reference and membership of Scrutiny Leadership Group to take into account any changes required as a result of the scrutiny review.
- (xix) Carry out a self-evaluation of scrutiny arrangements within 12 months of changes being agreed.
- (xx) Allow the Monitoring Officer to amend the constitution in line with the above recommendations.

4.4 There was one amendment moved in respect of recommendation (vi) in respect of Co-opted Members that was supported by Council, therefore the co-opted members will continue in their role, although a procedure for their appointment will be developed.

4.5 In order to ensure a smooth transition to the new arrangements, an implementation plan has been developed and shared with Wales Audit Office who will be monitoring the changes as part of their overall review of the response to their report 'Follow-up of the Special Inspection and Reports in the Public Interest'.

4.6 The scrutiny review implementation plan is planned for completion by May 2016 and then reviewed during Autumn 2016. Initial meetings have already been held to consult on the changes and outline the plan, as follows:

October 2015

- Discussions of implementation plan at Corporate Management Team (including giving feedback on report content) and with Scrutiny Leadership Group.
- Initial meeting with IT to arrange Members focus group to work on information items.
- Initial meeting with Performance Management to discuss timing of meetings and transition from current process.

November 2015

- Discussions of implementation plan with Cabinet Member and Democratic Services Committee.
- Minutes of joint committees and other relevant bodies to be placed on the website (following discussion about how to inform members about this as part of the IT focus group meetings).
- Members of Scrutiny Committees to receive initial information about prioritisation and key decisions in their refresher training sessions.
- Scrutiny Manager to attend Senior Management Team (SMT) for each directorate to discuss narratives in Cabinet Forward Work Programme (FWP).
- Initial meeting with Monitoring Officer and Corporate solicitor to discuss changes to constitution.
- Meeting with Communications and Engagement Team to discuss development of external witness & stakeholder list both internally and externally.

December 2016

- FWP template to be amended.
- Prioritisation matrix to be developed.
- Cabinet Members protocol for written reports to be developed.

January 2016

- Training to be given on Cabinet Members protocol and detailed Cabinet FWP.

- Requests for reports procedure to be developed – linked to prioritisation matrix.
- Co-opted Members appointments process to be developed.
- Further update to Scrutiny Leadership Group on implementation plan, including discussions about FWP discussions and good practice at meetings, discussion of co-opted members role and appointments.
- New processes for information items to be on Members' Portal (or other methods as suggested by focus group) to be commenced.

February 2016

- Task and Finish group protocol to be developed.
- Scrutiny Committees to begin discussing FWPs at each meeting.
- Cabinet Members protocol to commence at Scrutiny Meetings.
- Amended terms of reference for Scrutiny Leadership Group to be developed.

March 2016

- Democratic Services to discuss training requirements and programme as a result of changes.
- List of stakeholders and external witnesses to be developed and consulted on internally and externally and with Scrutiny Leadership Group. Communication strategy to commence with information being provided about Scrutiny and forward work programmes.

April 2016

- Protocol for expert witnesses to be developed.
- Agenda items limit of no more than 4 meetings to be applied.
- Protocol for AIRs bodies to be considered and adapted if necessary.
- List of stakeholders and external witnesses to be discussed by Scrutiny Leadership Group
- Scrutiny Leadership Group to discuss their new terms of reference and good practice in relation to new processes.
- Scrutiny Leadership to review report content and quality of reports.

May 2016

- Training to be given on new processes before all Scrutiny meetings in their scheduled training sessions and communicated both internally and externally
- Constitution amendments to be agreed at AGM, for any changes required that are not explicit in the original recommendations.
- Engagement with stakeholders and potential external witnesses.
- Performance Specific Scrutiny Meetings to be held.

August/Sept/October 2016

- Self-evaluation process to be undertaken including peer observations of scrutiny committees.

- 4.8 In order to ensure that scrutiny engages and communicates appropriately a communication and engagement strategy will be developed to identify stakeholders and expert witnesses. The aim will be to raise the profile of scrutiny and ensure that its work programmes are understandable and accessible.

5. EQUALITIES IMPLICATIONS

- 5.1 The principles of good governance are directly linked to the Council's Strategic Equality Objectives, stemming from duties under the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011 and the Welsh Language (Wales) Measure 2011. Equalities Implications

are a standard part of all committee reports in order to ensure that due consideration has been given to the views of individuals and groups from the communities of Caerphilly county borough, regardless of their backgrounds and circumstances. The communication and engagement strategy will consider how to engage with stakeholders and expert witnesses and will incorporate consideration of equalities implications.

6. FINANCIAL IMPLICATIONS

6.1 There are no financial implications not contained in the report.

7. PERSONNEL IMPLICATIONS

7.1 There are no personnel implications not contained in the report.

8. CONSULTATIONS

8.1 There are no consultation responses not contained in the report.

9. RECOMMENDATIONS

9.1 That members note the progress made in respect of this area for improvement identified in the Annual Governance statement for 2014/15.

10. REASONS FOR THE RECOMMENDATIONS

10.1 In order to ensure that Audit Committee are informed of the arrangements to implement the recommendations of the Scrutiny Review which were outlined in the Councils' Annual Governance Statement Action Plan.

11. STATUTORY POWER

11.1 Section 21 of the Local Government Act 2000.

11.2 Local Government (Wales) Measure 2011.

Author: Catherine Forbes-Thompson Scrutiny Manager
Consultees: Nicole Scammell Acting Director Corporate Services and Section 151 Officer
Gail Williams Interim Monitoring Officer and Head of Legal Services
Angharad Price Interim Head of Democratic Services and Deputy Monitoring Officer
Richard Harris Internal Audit Manager

Background papers:
Report to Council 6th October 2015 – Scrutiny Review 2015

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DEMOCRATIC SERVICES COMMITTEE – 2ND MARCH 2016

SUBJECT: WLGA CONSULTATION ON INDUCTION FOR NEW MEMBERS 2017

REPORT BY: ACTING DIRECTOR OF CORPORATE SERVICES AND SECTION 151 OFFICER

1. PURPOSE OF REPORT

- 1.1 To seek the views of the Democratic Services Committee on the WLGA and Lead Members and Officers Network's proposals for new and returning Councillor Induction in 2017 as part of the consultation process.

2. SUMMARY

- 2.1 Local Authorities and the WLGA have traditionally worked together to plan and support induction activities for new Members follow local elections. Following discussions with Heads and Chairs of Democratic Services the WLGA are now seeking the views of Members responsible for Councillor Support and Development on possible ways forward.

3. LINKS TO STRATEGY

- 3.1 The Local Government (Wales) Measure 2011 requires the Council to provide a programme of Member Support and Development including the induction of new Members.

4. THE REPORT

- 4.1 The WLGA has recognised that the 2017 election will bring fresh challenges for Members and Authorities and that a change of approach in the induction for new Members may now be required. A draft induction programme, as attached in Appendix 1, has been compiled by the WLGA following discussions with Heads and Chairs of Democratic Services and the views of Democratic Services Committees are now being sought as part of the consultation process.
- 4.2 The WLGA proposal suggests that consideration be given to a combination of Mandatory and Recommended induction training targeted to specific Committee Members, Chairs plus 'All Councillor' modules. This Council has long since recognised the importance of supporting Members' many and varied roles with a programme of targeted training and development and already delivers a framework of training and development for a full Council term (4 years). This includes Induction, Mandatory, Recommended and Requested Training delivered through a combination of External Facilitators, Officer and eLearning provision.
- 4.3 The Caerphilly Induction Activities Programme 2012 included a combination of seminars, exhibitions, presentations and observation opportunities over a four week period and is attached at Appendix 2 for Members information and comparison with the WLGA proposals.

5. EQUALITIES IMPLICATIONS

5.1 There are no specific equalities implications arising as a result of this report.

6. FINANCIAL IMPLICATIONS

6.1 There are no financial implications arising as a result of this report.

7. PERSONNEL IMPLICATIONS

7.1 There are no personnel implication arising as a result of this report.

8. CONSULTATIONS

8.1 There are no consultation responses not contained in the report.

9. RECOMMENDATIONS

9.1 That the Democratic Services Committee consider and comment on the WLGA proposals in relation to Induction for New Members in 2017 as part of the consultation process.

10. REASONS FOR THE RECOMMENDATIONS

10.1 To ensure that Democratic Services Committee have the opportunity to contribute to the consultation process before it closes on the 18th March 2016.

11. STATUTORY POWER

11.1 Local Government (Wales) Measure 2011.

Author: Emma Sullivan, Democratic Services Officer
Consultees: Cath Forbes-Thompson, Scrutiny Manager
Gail Williams, Interim Head of Legal Services and Monitoring Officer
Nicole Scammell, Acting Head of Corporate Services and Section 151 Officer
Councillor C. Mann, Chair Democratic Services Committee
Councillor Mrs C. Forehead, Cabinet Member HR, Governance and Business Manager

Appendices:

Appendix 1 WLGA Induction for New Members in 2017
Appendix 2 Caerphilly Induction Activities Programme 2012

Local Authorities and the Welsh Local Government Association have traditionally worked together to plan and support induction activities for new members in Wales following local elections. The 2017 elections will bring fresh challenges for members and authorities and a new approach may be required. Following discussions with Heads and Chairs of Democratic Services at recent network meetings, this discussion document is offered for wider consideration, to inform joint working and the sharing of resources. It will also inform discussions with the Welsh Government.

Induction in 2017 will require a different approach to that taken previously because:

1. The changing face of local government is likely to mean that the expectations placed on members has grown and will continue to increase. New and returning members will require information on changes in legislation such as the Well-Being of Future Generations Act, the Planning Act and the Social Services and Well-Being Act. The Draft Local Government (Wales) Bill (if it becomes law) will require fundamental changes to the role of members and committee structures over and above the reorganisation of local government. The nature of council service delivery and councillor casework is also changing rapidly to meet the needs of communities as a result of welfare reform, immigration, population growth and an aging population.
2. Reduced staff and budgets mean that there are fewer resources both locally and nationally to support the induction of new and returning members. There will also inevitably be fewer opportunities for authorities to use outside providers for councillor development and authority officers may have less time to provide sessions themselves.
3. There is greater potential to deliver learning to members digitally. Members are more IT literate and digitally engaged than previously and the new intake are likely to be used to learning and communicating online. There is now free access to the Local Government All Wales Academy for e-learning for members.
4. The Draft Local Government (Wales) Bill may require that each authority should decide which aspects of councillor development is mandatory. Some authorities already make provision for this in their constitutions. A general agreement on what should be considered mandatory development would help councils work together to provide it.
5. Other partners may be available to help in councillor development for example, Academi Wales (WG) who sponsor the Leadership Academy and the Fairer Futures division in the WG (who have delivered the recent regional equalities training).

The Network believes that the induction process can be streamlined, shared and supported by the WLGA and other partners.

Members have told us the following about induction in previous years:

- Delivering too much information too soon (or even over the first 6 months) is not always helpful for members.
- Members appreciate receiving some learning activities face to face. This usually includes committee briefings, scrutiny questioning, chairing, media skills.
- Members appreciate opportunities to see council and community offices, venues, locations and meet both senior and frontline officers.
- Members sometimes find general presentations from service directors too detailed and not delivered at the right time.
- Members value information on how to contact relevant officers and what they do.
- Induction works best when it is coordinated and the content decided by one team in discussion with all service areas, rather than different services being given space in a programme which leads to an imbalance in information.
- Members enjoy regional induction activities as opportunities to hear about approaches in different authorities.
- Induction workshop materials developed by the WLGA and authorities in previous years were used in some cases by some authorities but not universally.
- New Cabinets may also need support in understanding their roles.
- Buddying of new councillors with officers/ members can be helpful for the first few days.
- Mentoring of new members is useful but often takes place informally. Mentors require training in mentoring skills.
- Dates for induction need to be provided to candidates as soon as notice of their candidature is received.

Some possible ways forward:

- A 'curriculum' for induction might be useful to share and agree among authorities as a first stage. This should dovetail with role descriptions and the *Wales Councillor Development Framework* and most importantly be agreed by current members as useful. Some initial ideas are contained in the example induction programme below.
- An agreement on which aspects of councillor development should be mandatory. Although the Local Government Wales Bill suggests that each local authority would decide which training for councillors should be mandatory, a shared agreement across Wales would strengthen arrangements and facilitate resource sharing. The Welsh Government have agreed that they would welcome suggestions from the Network about what training should be recommended as mandatory if this becomes law. Initial suggestions are:

For all councillors

- Code of Conduct and Ethics
- Constitutional matters including meeting participation Standing Orders etc.
- Introduction to Equalities
- Safeguarding
- Data Management and Freedom of Information
- Corporate Parenting
- Finance including budgeting and treasury management

For specific committee members

- Planning for Planning Committee members
- Standards for Standards Committee members
- Licencing for Licencing committee members
- Audit for Audit committee members
- Appointments for appointment committees
- Scrutiny for Scrutiny Members

For Chairs

- Meeting management skills for all chairs and vice chairs
 - Effective scrutiny chairing for scrutiny chairs and vice chairs
- Market place style induction days as used in some authorities in 2012 might be a good alternative to the traditional programmed first induction day.
 - Efforts should be put into making members more able to learn independently, having access to information and skills as and when needed rather than as part of a formal suite of induction workshops. Mandatory sessions and those best delivered face to face would be programmed but everything else could be available as e learning (with monitoring of courses undertaken). Induction to ICT, access to member's portals, and help with accessing e learning therefore becomes more of a priority in the programme.
 - Regional shared sessions. Working with partners such as WLGA and Welsh Government.
 - Scheduling of personal development reviews for new councillors following induction so that ongoing training can be decided and prioritised.

An example local authority induction programme

Day One (Compulsory)

- Signing the Declaration of Office and Code of conduct
- Tour of council offices/ facilities
- Given new councillor pack which includes all contacts, councillor's guide (either in print or via link to the members portal)
- Welcome from the Chief Executive
- Presentation. How the council works just an overview of corporate governance not each service.
- Explanation of the induction process

Week One

Market place and induction essentials 10.00 – 8.00. Open all day but councillors can 'dip in and out' within the expectation that they will attend a mandatory ethics and standards session. Food provided 12.30 – 13.30 for everyone to encourage more discussions.

Room 1	Room 2	Room 3
<p>Market Place Each of the major service areas/initiatives has a stand with senior and operational staff ready to explain what they do and issues of the day. Members circulate throughout the day and evening.</p>	<p>Mandatory Ethics and Standards/Code of Conduct training by Monitoring Officer. Members attend one session. 10.00 – 12.00 2.00 4.00 6.00 – 8.00</p>	<p>ICT equipment and induction. By officers from the ICT team. Members are booked onto one to one sessions 40 mins each. Given equipment, access to networks and member portal, and e learning packages. Instructions given as required.</p>

Mandatory Committee training (see list above) will take place prior to first meeting of relevant Committee.

E-Learning will be available from Day One accessed when required. (See modules for members and other on All Wales Academy previously distributed)

First 6 months - remaining mandatory training in face to face workshops (see above)

Second 6 months - Remaining induction requirements (not mandatory) such as:

- Community Leadership and Casework
- New Cabinet development if required
- Further policy, service and legislative requirements for each committee

April 2018 Personal Development Review to identify further development needs.

Additional materials provided by the WLGA include a Candidates guide which will be ready April 2016 on the WLGA Website. Candidates can be referred to this stand alone resource and authorities can also customise for their own websites and for hard copy distribution.

A New Councillors Guide, produced in the same way will be available in December 2016.

Views from each authority on the possible ways forward are invited from Democratic Services Committees and other officers and members responsible for councillor support and development.

When all authorities have had an opportunity to consider the suitability of the approach, the Network and the WLGA will ensure that priority resources are made available where they do not already exist.

Induction Activities

Date and Time	Event
Wednesday, 9 th May 5.00pm – 6.30pm	<p>Presentation and Exhibition ‘Your Council’</p> <p>Presentation by the Chief Executive, Deputy Chief Executive and Corporate Directors on the key services provided by Council in Council Chamber, Penallta House.</p> <p>To be followed by an informal exhibition to be held in the Reception and Restaurant areas. This will provide Members with the opportunity to find out more about the Council’s services and meet senior officers and other Councillors.</p> <p>All Heads of Service to attend. A buffet will be served.</p>
Tuesday, 15 th May 2.00pm	<p>All Members Seminar - Code of Conduct and Governance Arrangements</p> <p>Presentation to explain:</p> <ul style="list-style-type: none"> • Councillor role and responsibilities • Decision Making and Council Governance Structures • Code of Conduct • Overview of the Council’s Constitution <p>To be delivered by Dan Perkins and Gail Williams at Council Chamber, Penallta House.</p>
Thursday, 17 th May 6.00pm	<p>Council A.G.M. (Date to be confirmed following election).</p>
Monday, 21 st May 5.00 pm	<p>All Members Seminar:</p> <p>Planning (in preparation for Planning Committee to be held on 23rd May).</p> <p>Background and introduction to the Council’s Planning responsibilities. To be delivered by Pat Mears (Council Chamber, Penallta House)</p>

Date and Time	Event
<p>Tuesday, 22nd May 2.00 pm</p> <p>5.00 pm</p>	<p>Cabinet - First Cabinet following election (subject to AGM being held)</p> <p>The Living Environment Scrutiny Committee (Performance Management)</p> <p>To include the following presentations:</p> <ul style="list-style-type: none"> • Introduction to Performance Management (Colin Jones) • Service Priorities, Challenges and Directorate Key Performance Indicators (Anthony O’Sullivan) <p>Newly elected councillors are invited to observe as an Induction activity.</p>
<p>Wednesday, 23rd May 5.00pm</p>	<p>Planning Committee</p> <p>Normal Committee Agenda</p> <p>Newly elected councillors are invited to observe as an Induction activity.</p>
<p>Tuesday, 29th May 5.00pm</p>	<p>Education for Life Scrutiny Committee (Performance Management)</p> <p>To include the following presentations:</p> <ul style="list-style-type: none"> • Introduction to Performance Management (Colin Jones) • Service Priorities, Challenges and Directorate Key Performance Indicators (Sandra Aspinall) <p>Newly elected councillors are invited to observe as an Induction activity.</p>
<p>Wednesday, 30th May 5.00pm</p>	<p>All Members Seminar:</p> <p>Licensing (in preparation for Hackney Carriages, Private Hire and General Licensing Hearings Committee to be held on 6th June)</p> <p>Newly elected councillors are invited to observe as an Induction activity.</p>

<p>Wednesday, 6th June 10.00am</p>	<p>Hackney Carriages, Private Hire and General Licensing Hearings Committee</p> <p>Normal Committee Agenda</p> <p>Newly elected councillors are invited to observe as an Induction activity.</p>
<p>Date and Time</p>	<p>Event</p>
<p>Wednesday, 6th June 5.00pm</p>	<p>Regeneration Scrutiny Committee (Performance Management)</p> <p>To include the following presentations:</p> <ul style="list-style-type: none"> • Introduction to Performance Management (Colin Jones) • Service Priorities, Challenges and Directorate Key Performance Indicators (Anthony O’Sullivan) <p>Newly elected councillors are invited to observe as an Induction activity.</p>
<p>Tuesday, 12th June 5.00pm</p>	<p>Health Social Care and Wellbeing Scrutiny Committee (Performance Management).</p> <p>To include the following presentations:</p> <ul style="list-style-type: none"> • Introduction to Performance Management (Colin Jones) • Service Priorities, Challenges and Directorate Key Performance Indicators (Albert Heaney) <p>Newly elected councillors are invited to observe as an Induction activity.</p>
<p>Wednesday, 13th June 5.00pm</p>	<p>Sustainable Development Advisory Panel</p> <p>Normal Agenda</p>
<p>Tuesday, 19th June 2.00pm 5.00pm</p>	<p>Cabinet - Normal Agenda</p> <p>Policy and Resources Scrutiny Committee (Performance Management)</p> <p>To include the following presentations:</p> <ul style="list-style-type: none"> • Introduction to Performance Management (Colin Jones) • Service Priorities, Challenges and Directorate Key Performance Indicators (Nigel Barnett) <p>Newly elected councillors are invited to observe as an Induction activity.</p>

Wednesday, 20 th June 5.00pm	Revert to Published Timetable of Council Meetings
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DEMOCRATIC SERVICES COMMITTEE – 2ND MARCH 2016

SUBJECT: PRINTING COSTS FOR MEMBERS

REPORT BY: ACTING DIRECTOR OF CORPORATE SERVICES AND SECTION 151 OFFICER

1. PURPOSE OF REPORT

- 1.1 The purpose of this report is to update the Democratic Services Committee in relation to the printing costs of committee papers and agendas as a result of the changes implemented last year.

2. SUMMARY

- 2.1 The budget heading for Members' printing was reduced as part of the 2014/15 budget proposals, however the estimated reduction in the overall cost of printing was not achieved and as a result, a questionnaire was circulated in the summer of 2015 to gauge Member's views on the subject and how best to address the issues of reducing costs. Some changes were trialled following a report to Democratic Services Committee in September 2015, however the estimated savings as a result of the changes implemented have not been achieved. This shortfall will need to be offset from elsewhere in the Democratic Services Budget and these estimated savings are outlined in this report.

3. LINKS TO STRATEGY

- 3.1 The Council's support to Members is a statutory requirement under the Local Government (Wales) Measure 2011.

4. THE REPORT

- 4.1 Democratic Services has several different functions in its support to Members. Monitoring Members' budget and ensuring that budget targets are met is vital to show that efforts are being made to achieve savings throughout the whole Authority.
- 4.2 Overall between 2012 and March 2015 over £122,000 has been spent on Members printing services. Over £34,000 was spent providing all Members with various forms of IT equipment including Ipads, Laptops or Wyze machines and a broadband connection installed in each Member's home with on costs of £2,190 per month covering the line rental and broadband service.
- 4.4 On 27th February 2014, as part of the MTFP savings, Members agreed to a £15,000 reduction in the budget identified for printing committee documents which meant reducing the number of printed papers by 60%. It was agreed that this could be best achieved by reducing the circulation of printed committee papers to Members of the relevant committee or working group only, with additional copies of each committee agenda and reports being made

available in Members Group Rooms and the Members Library. In addition a weekly email is sent to all Members, which includes the timetable of meetings and a link to the electronic versions of the agendas and reports.

- 4.5 As a result of the survey undertaken in the summer of 2015, fourteen Members expressed an interest in receiving committee reports electronically, however the best method in terms of deliverability is still being looked at and the swap from printed papers to paperless is still ongoing. However, some Members with iPads are currently trialling the Mod.Gov app which allows committee documents, to be downloaded on-line and then accessed later offline, the app also allows the user to highlight and annotate the documents in front of them, save them for a specified period of time for reference and presents a possible way forward for 'paperless' working.
- 4.6 Heads of Service no longer receive printed agenda packs and this has resulted in a reduction in the number of printed committee papers. The practice of limiting colour printing continues with its use assessed on a page by page basis has also helped to reduced costs (full colour versions are published and available electronically through the Members Portal or CCBC website).
- 4.7 Further savings may be achieved as a result of changes arising from the 2015 Scrutiny Review, however as the recommendations made are still in the implementation stage the extent of any possible savings cannot be gauged at this time.
- 4.8 Current estimates indicate that savings have been achieved elsewhere in the Democratic Services budget as set out in paragraph 6.2 and that these savings could be used to offset the estimated overspend in relation to printing costs.
- 4.9 It is recommended that trial arrangements introduced in September continue and Officers work with Members to encourage more 'paperless working'.

5. EQUALITIES IMPLICATIONS

- 5.1 An EIA screening has been completed in accordance with the Council's Strategic Equality Plan and supplementary guidance. No potential unlawful discrimination and/or low level or minor negative impact has been identified; therefore a full EIA has not been carried out. When providing support to Members, the Head of Democratic Services considers how any individual, additional needs or specific requirements can be met. The Council also considered any recommendations from the Diversity in Democracy Group, which is chaired by the WLGA and considered equalities implications of those who may be looking to become Councillors.

6. FINANCIAL IMPLICATIONS

- 6.1 The table below shows the actual amount spent on printing since 2012 and the available budget. All other financial implications are stated within the report.

Printing	Actual	Budget	Variance
2012-13	£35,495.51	£42,139.00	£6,643.49
2013-14	£41,054.17	£32,139.00	£8,915.17
2014-15	£38,703.82	£17,621.00	£21,082.82
	£122,894.91	£109,323.00	

6.2 For the period April 2015 to December 2015, £21,699.00 has been spent on printing committee papers which in relation to the estimated costs projected to the end of the financial year would mean an overspend of £4,275.00. Up to date figures are not available as the recharges are made on quarterly basis. However estimated savings for this year in relation to postage (£5400), the Civic Office (£5000) and the training budget (£3700) could be used to offset the printing budget.

7. PERSONNEL IMPLICATIONS

7.1 There are no specific personnel implications arising as a result of this report.

8. CONSULTATIONS

8.1 There are no consultation responses, which have not been incorporated into the report.

9. RECOMMENDATIONS

9.1 It is recommended that:

9.2 The estimated savings set out in paragraph 6.2 are used to offset the printing budget.

9.3 Officers continue to monitor the position and present a further update report at the end of the financial year.

9.4 The trial arrangements implemented in September 2015 continue and Officers continue to work with Members to encourage more 'paperless' working.

10. REASONS FOR THE RECOMMENDATIONS

10.1 To support Members in their role as Councillors.

11. STATUTORY POWER

11.1 The Local Government Act 2000 and Local Government (Wales) Measure 2011.

Author: E. Sullivan (Democratic Services Officer)
Consultees: G Williams (Interim Head of Legal Services and Monitoring Officer)
N. Scammell (Acting Director of Corporate Services)
C. Forbes-Thompson (Scrutiny Manager)
Councillor C. Mann (Chairman, Democratic Services Committee)
Councillor C. Forehead (Cabinet Member Human Resources and Governance Business Manager)

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