



DEMOCRATIC SERVICES COMMITTEE - 27TH MARCH 2013

SUBJECT: LOCAL GOVERNMENT (WALES) MEASURE 2011 - ANNUAL REPORTS FOR ELECTED MEMBERS

REPORT BY: ACTING CHIEF EXECUTIVE

1. PURPOSE OF REPORT

- 1.1 To update Members of the Democratic Services Committee on the requirements of the Local Government (Wales) Measure 2011 in relation to the publication of Annual Reports for Elected Members.

2. SUMMARY

- 2.1 This report outlines the support that would be provided by the Democratic Services team to in order to assist Members in producing an Annual Report.

3. LINKS TO STRATEGY

- 3.1 The Local Government (Wales) Measure 2011 requires every Local Authority in Wales to make arrangements for Members to make and publish an Annual Report of their activities.

4. THE REPORT

- 4.1 The main purpose of Annual Reports is to inform members of the public of their local Councillors activities over the last 12 months. The Council is required to publish Members Annual Reports with effect from 31st July 2013.
- 4.2 While final guidance has not yet been published, it is expected that Members Annual Reports must contain information about Members committee and outside body membership, attendance, training and development and an overview of Members activities and achievements. Care should be taken not to include information which is incorrect, could be interpreted as opinion rather than fact or being critical of a third party.
- 4.3 In order to assist Members in completing annual reports work is being undertaken with colleagues from IT to capture information already held and published about members and present it in a standard report format. This will leave a single 'free text' box for Members to describe their main activities and achievements.
- 4.4 As the Council has a duty to publish Annual Reports, officers will check each annual report for accuracy before publishing them on the Council's website. A suggested report format is attached for information.
- 4.5 A series of Member workshops will be arranged to explain the background and process of completing Annual Reports. In addition, a selection of 'exemplar' Annual Reports will be produced as examples which can be used as a template.

5. EQUALITIES IMPLICATIONS

- 5.1 This report is for information purposes only so the Council's Equalities Impact Assessment process has not been applied.

6. FINANCIAL IMPLICATIONS

- 6.1 There are no financial implications attached to this report.

7. PERSONNEL IMPLICATIONS

- 7.1 There are no personnel implications attached to this report.

8. CONSULTATIONS

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

9. RECOMMENDATIONS

- 9.1 Members note the requirements of the Local Government Measure 2011 in relation to Annual Reports.
- 9.2 Members consider the adoption of a reporting template (as attached in Appendix 1) and discuss what mechanisms should be used to ensure all Members comply with the requirement to make an annual report of their activities.

10. REASONS FOR THE RECOMMENDATIONS

- 10.1 To support Members in the completion and publication of their Annual Reports and meet the requirements of the Local Government (Wales) Measure 2011.

11. STATUTORY POWER

- 11.1 Local Government (Wales) Measure 2011.

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Appendices:
Appendix 1 Report Template