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**Date: 17th July 2018**

Dear Sir/Madam,

A meeting of the **Democratic Services Committee** will be held in the **Sirhowy Room, Penallta House, Tredomen, Ystrad Mynach** on **Monday, 23rd July, 2018** at **5.00 pm** to consider the matters contained in the following agenda. Councillors and the public wishing to speak on any item can do so by making a request to the Chair. You are also welcome to use Welsh at the meeting, both these requests require a minimum notice period of 3 working days, and a simultaneous translation will be provided if requested.

All Committee meetings are open to the Press and Public, observers and participants are asked to conduct themselves with respect and consideration for others. Please note that failure to do so will result in you being asked to leave the meetings and you may be escorted from the premises.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Chrissy', enclosed in a large, loopy oval shape.

**Christina Harrhy**  
INTERIM CHIEF EXECUTIVE

## AGENDA

	Pages
1 To receive apologies for absence.	
2 Declarations of Interest.	

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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 12th April 2018.                                                     | 1 - 4 |
| 4 | To receive and note the following information items: -<br>There are no information items to be considered. |       |

To receive and consider the following report(s): -

- |   |                                                                                                               |         |
|---|---------------------------------------------------------------------------------------------------------------|---------|
| 5 | Review of Community Council Boundaries and Electoral Arrangements                                             | 5 - 8   |
| 6 | Annual Report for Democratic Services.                                                                        | 9 - 18  |
| 7 | Member Support and Development.                                                                               | 19 - 40 |
| 8 | Independent Remuneration Panel - Report on the Outcome of the Panels Visits to Welsh Principal Councils 2017. | 41 - 50 |

**Circulation:**

Councillors C. Andrews, P.J. Bevan, D. Cushing, W. David, D.T. Davies, Mrs C. Forehead, A. Hussey, L. Jeremiah, G. Kirby (Vice Chair), C.P. Mann (Chair), Mrs G.D. Oliver, Mrs M.E. Sargent, G. Simmonds, C. Thomas, R. Whiting and W. Williams,

And Appropriate Officers



## DEMOCRATIC SERVICES COMMITTEE

### MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, YSTRAD MYNACH ON THURSDAY 12TH APRIL 2018 AT 5:00PM

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#### PRESENT:

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

#### Councillors:

P.J. Bevan, D. Cushing, W. David, C. Forehead, A. Hussey, L. Jeremiah, Mrs G. D. Oliver, Mrs M.E. Sargent, C. Thomas and R. Whiting.

#### Together with:

G. Williams (Acting IT Operations Manager), C. Forbes-Thompson (Interim Head of Democratic Services), E. Sullivan (Senior Committee Services Officer), J. Davies (Business Development Officer) and C. Evans (Interim Scrutiny Officer).

#### 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors C. Andrews, G. Kirby, G. Simmonds and W. Williams.

#### 2. DECLARATIONS OF INTEREST

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

#### 3. MINUTES – 23RD NOVEMBER 2017

RESOLVED that the minutes of the meeting held on the 23rd November 2017 be approved as correct record and signed by the Chair.

#### REPORTS OF OFFICERS

#### 4. USE OF PERSONAL DEVICES (PRESENTATION)

Mr G. Williams, Acting IT Operations Manager provided Members with an update on options available to use their own devices to access information on the Authority's network, following a Member request.

The Committee were provided with background information on the Public Services Network (PSN) which is a private, secured network that enables a number of critical front line services to be delivered by the Authority, which includes The Department of Works and Pensions (DWP), Individual Electoral Registration Database (IER), The Blue Badge Scheme System and The Registrar's 'Tell Us Once' System. The PSN has been developed over time by the Government. Only public sector bodies and service providers that meet the stringent security requirements and who provide services to the public sector can connect to the PSN.

The PSN enforces strict rules regarding the connection of personal devices and all networks that connect to the PSN have to comply with the rules of the PSN for continued connections. This includes the devices that are connected to the network. It was noted that all data must be encrypted whilst it moves between device and the Authority's network to reduce the risk of data capture by unauthorised people. Devices should be locked when not in use and Business data should not be stored locally on the device, and should be stored on the Authority's secure network.

The Committee noted that in order to use Personal devices, they would need to have security software installed to protect all parties against threats such as viruses and malware and the protection must be updated every time the device connects to the internet to ensure protections against the latest threats. The installation and update of such security software is the responsibility of the owner as they may have preferences for their particular device.

In order to provide a solution, it was proposed that specialised Mobile Device Management (MDM) software be provided, which is an application that would reside on the personal device in the same way as other applications and would provide strict security measures to protect business data from outside threats. The MDM software enables the segregation of business emails and data from personal emails and data and enables encryption of emails and documents through the application.

The Officer outlined the costs for the solution and it was estimated that, based on all Members and their IT support staff, having a maximum of 2 personal devices per user (approximately 160 devices) costs in Year 1 would equate to £39,340 and Year 2 onwards at £11,942. However, Members were asked to note that, these costs would vary depending on take up and number of devices required.

The Committee thanked the Officer for the presentation and discussion ensued.

Members explained that the report was requested as it has been noted that other Authorities, such as South Wales Fire and Rescue Service have access emails etc. on their own devices. Officers explained that the solution is available, in the form of the application, which will enable emails to be accessed securely on their own devices. The technology is currently being piloted with Officers. Members were asked to note that there is currently no budget for this, however, should Members be interested in this technology, please provide details to the Head of Democratic Services, who can determine estimated costs, but Members were asked to note that there would be a requirement to consider cuts to other areas in order to fund this.

Members raised concerns that a number of emails from external bodies such as South Wales Fire and Rescue and WLGA are being blocked. Officers explained that the filtering solution can be configured to allow such emails to reach the appropriate Member.

Members discussed various options, including the reduction in printing costs through use of links on papers, instead of appendices or going paperless.

Member sought clarification on some of the recent Data Leaks in other organisations and whether these were linked to the use of personal devices. Officers explained that they were as a result of a link being opened on a suspicious email, which downloaded the malware.

Members thanked the Officer for the report and requested that the presentation be circulated for information.

Officers offered to show Members the MDM application working on a Council supplied smartphone following the meeting.

## **5. ANNUAL REPORTS FOR ELECTED MEMBERS 2017/18 (VERBAL UPDATE)**

Mrs Emma Sullivan, Senior Committee Services Officer provided the Committee with details of the requirements to complete Annual Reports for Elected Members 2017/18.

The Committee were asked to note that, as outlined in the 'White Paper', this would be the last year for Annual Reports reported in this way.

Councillors elected in 2017 were provided with examples of previous Annual Reports for consideration and Members were advised that the templates for 2017/18 would be circulated at the end of May 2018. As in previous years, the templates would be pre-populated with Councillors committee membership, outside body membership, attendance and training records and space would be provided for the inclusion of constituency activity. It was noted that the information for inclusion would be accepted in any format and there would be provision for Councillors wishing to come in and complete their report on a one-to-one basis. Members were reminded that completed reports needed to be returned by the first week of July, in readiness for publication on 31 July 2018.

The Committee thanked the Officer for the report and discussion ensued.

A Member queried whether School Governor and Outside Body attendance information could also be included on the template. Officers explained that, Members themselves are welcome to keep a personal record and provide that information for inclusion; however it would not be possible for Democratic Service Staff to source and supply this information for all Members, due to the significant amount of time it would take. Members were reminded that the templates are pre-populated with a large amount of information, which isn't provided to Members in other Authority's.

Officers explained that, should there be concerns for attendance, this is usually raised by the individual Outside Body with Democratic Services who will make then make the appointed individual or the Leader of the appropriate political group aware of the issues to find a way forward.

The Committee noted the report and thanked the Officer.

## **6. ELECTRONIC VOTING AT FULL COUNCIL**

The report informed the Democratic Services Committee of the recent training sessions on the electronic voting system available in the council chamber and sought views on whether a recommendation should be made to Full Council to re-introduction the system at all Council meetings.

It was noted that on 7th October 2014, the Council agreed to implement the webcasting of Full Council meetings and to also commence electronic voting at Full Council meetings. The Council had received a £40,000 grant from Welsh Government for webcasting and the equipment was installed. The Council webcast its first live meeting on 10th March 2015. Electronic voting was tested in meetings in November/December 2014 and January 2015 but the process significantly increased the length of meetings. Since then, voting at Full Council has been by way of a show of hands. Voting is clearly recorded within the minutes which are published on the Council's website.

Democratic Services Committee when considering the Annual Report for Democratic Services on 31st May 2017 asked that the use of electronic be re-visited and it was agreed to hold training for all members on the system and that a further report on the outcome of the training would be brought back to the committee before making any recommendations to Full Council.

The report outlined that three training sessions were arranged between October 2017 and January 2018, which was attended by a total of 44 Members. The training enabled Members to vote in a mock environment and use the system for a series of questions. Members were shown how to confirm their attendance and choose yes, no or abstain. There were a total of 4 votes taken at each session and at every training session there was an improvement where Members recorded their presence more accurately by the time they had been through one round of voting. The report asked Members to consider a recommendation to Council, the implementation of electronic voting at future meetings of Full Council. Members were asked to be mindful that there would be an impact on some meetings, in that the voting process may be slowed, and therefore the length of meetings could increase as a result. In addition, it was noted that should there be motions proposed during the course of the debate, these would have to be input into the system, before a vote could be taken.

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

Following consideration and discussion, it was moved and seconded that the recommendation in the report be approved. By a show of hands this was unanimously agreed,

RESOLVED that for the reasons contained in the Officers report it be recommended to Council that Electronic Voting be re-introduced at future meetings of Full Council.

The meeting closed at 6:10pm

Approved as a correct record subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 23rd July 2018 they were signed by the Chair

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CHAIR



## DEMOCRATIC SERVICES COMMITTEE – 23RD JULY 2018

**SUBJECT: REVIEW OF COMMUNITY COUNCIL BOUNDARIES AND ELECTORAL ARRANGEMENTS**

**REPORT BY: ELECTORAL REGISTRATION OFFICER**

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### **1. PURPOSE OF REPORT**

- 1.1 To consider if the Council should undertake a formal review of its communities in accordance with Section 22 of the Local Government (Democracy) (Wales) Act 2013 and to make recommendations to Council.

### **2. SUMMARY**

- 2.1 The Council has a duty to monitor community boundaries and community council electoral arrangements and if it feels it is necessary to carry out a formal review.
- 2.2 This report discusses the processes and considerations that would be required to carry out a review and the result of monitoring community areas to date. It also considers the external factors that have been taken into account when reaching a conclusion.
- 2.3 The Local Government (Democracy)(Wales) Act 2013 requires the Council to report on these issues and copy this to the Local Government Boundary Commission for Wales.
- 2.4 After looking into the issues concerning communities in the county borough and seeking advice from the Local Government Boundary Commission for Wales the report seeks members' consideration to recommend to Council that the authority defers carrying out a formal review at this time.

### **3. LINKS TO STRATEGY**

- 3.1 This matter deals with a statutory requirement regarding the requirement to keep communities under review but supports the Wellbeing Goal 'A Wales of cohesive communities within the Well-being of Future Generations Act (Wales) 2015.

### **4. THE REPORT**

- 4.1 The report of the last review of communities in the county borough was published in July 2009. The Local Government (Democracy)(Wales) Act 2013 requires the Council to report every 10 years so this is an appropriate time to consider this issue.
- 4.2 The Council has not received any comments or requests from Community Councils to change/amend their boundaries or electoral arrangements. However, it is apparent that some Community councils fail to consistently achieve sufficient nominations at elections.

Table 1 – Vacant seats following nominations 2012 & 2017

Council	No of vacancies following nominations 2012	No of vacancies following nominations 2017
Nelson	1	1
Draethen, Waterloo & Rudry	1	3
Van	1	2
Argoed	1	4
Maesycwmmmer	0	1
New Tredegar	0	1
Rhymney	2	3
Risca East	n/a	1
Risca West	n/a	1

Draethen, Waterloo & Rudry, Argoed and Rhymney Community Councils show particularly high levels of vacancies following ordinary elections (Community Councils can of course co-opt additional Councillors and many did so following the ordinary elections) and this may be an indicator that electoral arrangements need to be reviewed.

- 4.3 In order to ensure effective and convenient local government the boundaries of community areas are kept under review. A main part of convenient local government is to try to ensure that community ties are preserved within community areas. However, occasionally new housing developments will 'grow' over existing boundary lines. This has occurred in the Ystrad Mynach / Cefn Hengoed ward of Gelligaer Community Council where the vast majority of the Cwm Calon development falls in Ystrad Mynach and a small number of properties in Cefn Hengoed. Other new developments such as the Hawtin Meadows development will fall entirely in one community area (Maesycwmmmer) but have closer links and ties with another (Pontllanfraith). However, any changes to these would require consequential changes to county borough divisions for which the Council has no power.
- 4.4 Section 22 of the Local Government (Democracy)(Wales) Act 2013 states that the Council must have consideration for the Local Government Boundary Commission for Wales' timetable for conducting reviews. The Commission are currently reviewing principal areas in Wales, with the Caerphilly review scheduled for 2019. A Community review would take approximately 2 years to carry out so would overlap the principal area review and potentially cause confusion.
- 4.5 A Commission is looking into the town and community council sector as a whole. They will be reporting to Welsh Government this summer, making recommendations in the autumn. Depending on which recommendations Welsh Government takes forward may materially affect a community review. It may be prudent to wait until after then to start a review.
- 4.6 The views of the Local Government Boundary Commission for Wales have been sought and it is their preference that any review takes place after their review of the Council's divisions and electoral arrangements.
- 4.7 Although a need to carry out a full community review to address boundary and electoral issues has been identified, Members are asked to consider the report and recommend to Council that a full community review of this Council's arrangements be carried out following the conclusion of the Commission's review of Community Councils. This would likely be following the next local elections scheduled in 2022



## **5. WELL-BEING OF FUTURE GENERATIONS**

- 5.1 This report contributes to the well-being goals as set out in links to strategy above. It supports the Wellbeing Goal 'A Wales of cohesive communities within the Well-being of Future Generations Act (Wales) 2015.

## **6. EQUALITIES IMPLICATIONS**

- 6.1 There are no equalities implications associated with this report. This report links to equality objective 5 (Inclusive engagement and participation) of the Council's EqIA process. To delay the full review as recommended has no detrimental effect.

## **7. FINANCIAL IMPLICATIONS**

- 7.1 There are no financial implications of this report.

## **8. PERSONNEL IMPLICATIONS**

- 8.1 There are no personnel implications contained in this report.

## **9. CONSULTATIONS**

- 9.1 The consultees listed below have been consulted on this report and their views have been incorporated accordingly.

## **10. RECOMMENDATIONS**

- 10.1 To consider the content of the report and recommend to Council that a full community review of this Council's arrangements be carried out following the conclusion of the Commission's review of Community Councils which would likely be following the next local elections scheduled in 2022.

## **11. REASONS FOR THE RECOMMENDATIONS**

It is proposed to delay carrying out a community review at this time because of the forthcoming review of county borough electoral arrangements and the review of Community Councils that a Commission is currently carrying out. This is in line with advice from the Local Government Boundary Commission for Wales' advice.

## **12. STATUTORY POWER**

- 12.1 Local Government (Democracy) (Wales) Act 2013.

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Consultees: Christina Harray - Interim Chief Executive / Electoral Registration Officer / Returning Officer

Cllr Barbara Jones - Cabinet Member Finance, Performance and Governance

Mathew Redmond - Deputy Chief Executive, Local Government and Boundary Commission for Wales

Lisa Lane Interim Monitoring Officer

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## DEMOCRATIC SERVICES COMMITTEE – 23RD JULY 2018

**SUBJECT: ANNUAL REPORT FOR DEMOCRATIC SERVICES**

**REPORT BY: INTERIM HEAD OF DEMOCRATIC SERVICES**

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### **1. PURPOSE OF REPORT**

- 1.1 The purpose of the report is to present the Democratic Services Committee with the annual report of the Head of Democratic Services which includes details of the current and planned services and support provided to Elected Members.

### **2. SUMMARY**

- 2.1 The annual report of the Head of Democratic Services sets out the current services and support provided to Members. It also provides an overview of how the resources within the Democratic Services Team are being maximised in the provision of the support, and the conclusion is that adequate arrangements are currently in place, now that the staffing issues are resolved.

### **3. LINKS TO STRATEGY**

- 3.1 The Local Government (Wales) Measure 2011 requires the Council to provide support to Members and for the Democratic Services Committee to monitor the support.
- 3.2 The Democratic Services Annual Report 2017/18 contributes to the well-being goals within the Well-being of Future Generations Act (Wales) 2015 by detailing how members are supported to carry out their role. Councillors, require resources such as IT and support in order to carry out their role as community representatives. In addition the democratic process needs organisation support and guidance in order to make decisions, on budget, policy etc. and thereby contribute to the following goals:
- A prosperous wales
  - A resilient wales
  - A healthier wales
  - A more equal wales
  - A wales of cohesive communities

### **4. THE REPORT**

- 4.1 Democratic Services has several different functions to support members; Committee services, Members training and development, Scrutiny, Cabinet support, Civic Office and all types of day to day procedural/administrative support for Members.

## **Committee Services**

- 4.2 There have been 210 committee meetings arranged between the annual meetings of Council in 2017 and 2018, and included a number of special scrutiny meetings to consider the medium term financial plan. This was an increase of 17 meetings on last year and at a time when there was a vacant post within the team for a period of 5 months as well as two episodes of long term sickness during the year. However despite this all meetings were properly advertised, with agendas and minutes produced.
- 4.3 Following discussions with Democratic Services Committee and approval at Full Council, Electronic Voting has now been implemented at Full Council Meetings on a staggered basis. The Democratic Services team arranged several training sessions for Members in readiness for its implementation.
- 4.4 Committee Services have successfully implemented and maintained the requirements of the Welsh Language Standards in respect of public meetings. The standards require that all agendas for public meetings are published in Welsh and that Council, Cabinet and Education for Life Scrutiny Committee minutes are also available in Welsh.
- 4.5 Following a report to Full Council, where it was agreed that a Democratic Election Process be undertaken for the 3<sup>rd</sup> term for the position of Caerphilly Youth Champion, during November 2017, a balloted election was undertaken with a number of schools and Youth Groups across the Borough. Councillors Mark Evans and Donna Cushing campaigned both on Social Media and in Schools and Youth Groups and on 17 November 2017, Councillor Mark Evans was elected Caerphilly Youth Champion.
- 4.6 Since the election, a Social Media presence on Twitter and Facebook has been set up, and a number of visits to schools and youth groups have been arranged. In addition, schools have been afforded the opportunity to use the Council Chamber in order to hold their School Council meetings.
- 4.7 One of the key events during the term of the Youth Champion is the Caerphilly Youth Question Time Event, which was held on 26th April 2018. The event opened with a Marketplace, which was attended by various services relevant to the priorities of the Caerphilly Youth Forum. Politicians from all tiers of Government, along with the Police and Crime Commissioner for Gwent were invited to participate on the Panel. The young people were representatives from schools and colleges and held workshops prior to holding the question time event in order to prepare their questions on issues that are important to them.

## **Members Training and Development**

- 4.8 Following the Local Government Elections on 4<sup>th</sup> May 2017 an induction programme of training commenced with a Marketplace event held on 9<sup>th</sup> May followed by a presentation by the interim Chief Executive and Corporate Directors on the key services provided by Council.
- 4.9 The induction programme included a number of Members training and support sessions which included mandatory training, introduction to committee and recommended training. A full report covering the review of the programme will be presented to the Democratic Services Committee in September 2018.
- 4.10 Following the implementation of The Violence against Women, Domestic Abuse and Sexual Violence (Wales) 2015 Act which was passed in April 2015, mandatory E-Learning Training, from the All Wales Academy website was organised and facilitated during October, November and December 2017. Officers within the team offered IT support to all Councillors undertaking the training, ensuring support was available who may have been personally affected by the subject matter. The training aimed to improve the public sector response by providing the strategic focus to improve the arrangements for the prevention, protection and support for individuals affected by such violence and abuse.

4.11 There have been 6 members' seminars organised during the past municipal year, on a wide range of issues, as follows:

- Gwent Police Priorities
- Medium Term Financial Plan
- 2018/19 Local Government Settlement
- Treasury Management
- Aneurin Bevan Health Board
- 21st Century Education and Schools Band B proposals

### **Scrutiny**

4.12 Members of the Democratic Services team have provided support and advice to the Council's 5 Overview and Scrutiny Committee meetings in 2017/18. There have been a total of 35 scrutiny committee meetings during the year, including special scrutiny meetings to consider the Medium Term Financial Plan and 21st Century Schools and Education Band B proposals.

4.13 The special Education for Life Scrutiny Committee meeting was also held to consider the recommendations of the cross party working group on the 21st Century Schools and Education Band B Proposals. In the past year the scrutiny committee has heard from Head Teachers from Schools across the Borough who provided the Committee with details of their school, exclusions and developments. Education Achievement Service has attended on four occasions to update the committee on the business plan, attainment and support and the committee has also heard the priorities of the Youth Forum.

4.14 The Education for Life Scrutiny Committee considered a Notice of Motion, on 'free female hygiene support for all young females within our school setting' members agreed to participate in a cross party working group with a report returning to Education for Life Scrutiny Committee later this year.

4.15 The Policy and Resources Scrutiny Committee have held meetings in which British Telecom (BT) and Welsh Government (WG) representatives were invited to provide the scrutiny Committee with information on broadband provision across the county borough. Wales Audit Office attended to present their Wales Housing Quality Standards (WHQS) Review and the scrutiny committee agreed to set up a working group to examine the action plan.

4.16 The Chair and Chief Executive of Aneurin Bevan Health Board attended a meeting of the Health, Social Care and Wellbeing Scrutiny Committee to present their annual update report. During the year the scrutiny committee received a presentation from the Theme Lead of the regional Partnership Team of the Population Needs Assessment and a presentation from the Regional Adviser (Gwent), Violence Against Women, Domestic Abuse and Sexual Violence (VAWDASV) Safeguarding Unit.

4.17 Regeneration and Environment Scrutiny Committee agreed to take part in Cross Party Working Groups to consider Street Scene and Waste Management Arrangements. The Street Scene Working Group have met on 3 occasions and it is anticipated that a further meeting will draw the Working Group to a close, with a report being presented to Regeneration and Environment Scrutiny Committee later in the year. The Waste Review Working Group has met on 2 occasions, one of which was a site visit where Members visited a various Waste Disposal Sites.

4.18 Scrutiny Leadership Group considered the outcome of the Scrutiny Self-Evaluation and Peer Review which was then reported to Democratic Services Committee and Full Council when it agreed to carry out a self-evaluation twice per Council term, in order to monitor scrutiny performance and improvement.

4.19 The support and advice at Scrutiny committee meetings is provided by the Scrutiny Manager, Scrutiny Officer and Solicitors who attend all meetings.

## Civic Support

- 4.20 Members will be fully aware of the activities of the Civic Office as the Mayor gives regular updates at each full Council of the engagements attended. During the civic year for 2017 - 2018 a total of 167 engagements were attended. Members of the Democratic Services team provided continuous support to the Mayor and Deputy Mayor in all of their duties including organising the Civic Service and Christmas concert.
- 4.21 The Council Chauffeur provides chauffeuring service to the Mayor, Deputy Mayor, Council Leader, other senior Councillors and the Corporate Management Team. In addition he provides support to Legal Services Team by delivering documents and liaising with Court and Legal Chambers.

## Leaders Office

- 4.22 During 2017-18, the PA to the Leader and Cabinet has provided support to the new incoming Cabinet, which include dealing with complaints, correspondence, diary management, organising appointments and engagements.
- 4.23 In order to ensure that Cabinet members have support when the PA is absent or unavailable the Mayors Assistant is also located within the Office. These arrangements have worked successfully, the wider team can provide additional support if required.

## Other Support

- 4.24 Democratic Services team have implemented and are operating the webcasting system for full Council meetings since January 2016. In order to webcast each Council meeting an additional member of staff will attend in order to operate the webcast system. The Democratic Services team monitor the number of meetings viewed both live and from archive. The following table shows the number of views up to March 2018. An IP address identifies an individual viewer instead of the number of views.

Webcast title	Live date	Single IP address		Multiple visits by an IP address	
		Live viewers	All viewers	Live views	All views
Council	Thu, 18th May 2017 - 6:00 pm	26	99	30	143
Council	Tue, 13th Jun 2017 - 5:00 pm	6	115	6	155
Council	Tue, 25th Jul 2017 - 5:00 pm	11	92	12	122
Council	Tue, 31st July 2017 – 5:00 pm	6	102	8	150
Council	Tue, 10th Oct 2017 - 5:00 pm	304	603	332	699
Council	Tue, 31 Oct 2017 – 5:00 pm	40	109	57	176
Council	Tue, 21st Nov 2017 - 5:00 pm	13	77	16	100
Council	Tue, 23rd Jan 2018 - 5:00 pm	14	68	17	88
Council	Tue, 22nd Feb 2018 - 5:00 pm	19	104	21	150
Council	Tue, 6th Mar 2018 - 5:00 pm	10	44	12	81
Council	Tue, 28th Mar 2018 – 5:00 pm	33	60	44	93

- 4.25 This Council was one of the only Councils in Wales to publish 100% of Annual Reports for all Members in 2013/14, 2014/15, 2015/16 and 2016/2017. This was due to the support provided by the Democratic Services Team in preparing these reports and templates. The team are due to start assisting with the preparation of these for 2017/2018 shortly. We are required to publish by 31st July 2018.
- 4.26 The Council has provided all Members, who required it, with broadband lines and IT equipment so that they are able to access online reports and Council email. Support is provided by IT Training Team and Members can request specific training during their PDR or during their annual review of their training needs. Should any Member have any specific requirements such as specialist software to access reports, the Democratic Services Team will assist.
- 4.27 Members who have access to their own or Council provided tablet device can also download the Modern.Gov application. This allows the user to select Caerphilly Council as a publisher and other Modern.Gov users (up to a maximum of three) such as other local authorities or Welsh Government. The application allows users to select specific committees and download all papers whilst connected to the internet, these can then be used whilst offline to read, annotate, and highlight specific areas. The Democratic Services Team can assist any Members who would like further information or advice on this service.
- 4.28 Democratic Services Committee considered the options for new IT equipment to be purchased following the local government elections in 2017. This was considered in order to provide more flexibility for those Members needing access to email away from home. The committee were informed that Members could opt for a smaller laptop or a tablet device in conjunction with a hardware token offering second factor authentication, which allows access through any WiFi to the council email etc. This has been offered to new Councillors during the Member Induction. During 2018/19 it is proposed to review the equipment provided to returning Members with the aim to encourage paperless working. Bring Your Own Device was discussed by Democratic Services Committee and was agreed that 3 Members would trial the application, the outcome of which will be reported at a later date. In this instance Bring Your Own Device will be limited to accessing council emails via personal mobile phones.

#### **Staff and Resources in Democratic Services**

- 4.29 In March 2016, the Democratic Services Committee designated the Scrutiny Manager as the Interim Head of Democratic Services. The Interim Head of Democratic Services has overall responsibility and statutory duties under the Local Government (Wales) Measure 2011 and manages the Democratic Services team. The current team chart is attached at Appendix 1.
- 4.30 Each member of the Democratic Services Team provides specific support in the areas mentioned above. In particular, the Senior Committee Services Officer coordinates all committee services and manages the 3 Committee clerks and a temporary Administrative Assistant. There have been new staff appointments since January 2018 following the retirement of the former Senior Committee Services Officer. The Head of Democratic Services has kept Members informed of the changes and it is hoped that any interim arrangements will be resolved following the appointment of the new Head of Legal Services and Monitoring Officer.
- 4.31 The Interim Head of Democratic Services (Scrutiny Manager) also manages the scrutiny function and oversees the temporary Scrutiny Officer, who coordinates the forward work programmes and deals with member/public requests as well as attending the Scrutiny Officers' Network meetings. The Scrutiny Manager and Scrutiny officer attend meetings of Scrutiny Leadership Group and attend all Scrutiny Committee meetings to discuss the forward work programmes, further support is provided at scrutiny meetings by the wider Legal Services team.

## **Conclusions**

- 4.32 The Democratic Services team has had a challenging year following the local government elections in May 2017, implementing Member changes and organising a comprehensive member induction programme. During this period there were staffing pressures caused by two episodes of long term sickness within the team and delays in filling vacant posts following the retirement of the former Senior Committee Services Officer and subsequent backfilling of vacancies. This has had an impact on certain aspects of the work of the team, and was managed by some staff taking on additional work and some additional support from the Business Manager in Legal Services. However this has meant that a significant commitment has been required from staff during this period but this has ensured that committee meetings haven't been affected. The main delays have impacted upon Member Development and Training with delays to the training programme for 2018/20 and the Member Development Strategy. However the vacant posts have all now been filled and the long term sickness has come to an end.

## **5. WELL-BEING OF FUTURE GENERATIONS**

- 5.1 This report contributes to the well-being goals as set out in links to strategy above. It is consistent with the five ways of working as defined within the sustainable development principle in the Act to ensure that councillors and co-opted members are supported take into account the wellbeing goals when making decisions, reviewing services and policies and consider the positive and negative impacts upon future generations, long term community resilience and economic, environmental and social capital.

## **6. EQUALITIES IMPLICATIONS**

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

## **7. FINANCIAL IMPLICATIONS**

- 7.1 There are no direct implications from this report.

## **8. PERSONNEL IMPLICATIONS**

- 8.1 There are no direct implications as a result of this report.

## **9. CONSULTATIONS**

- 9.1 The views of the consultees have been reflected in this report.

## **10. RECOMMENDATIONS**

- 10.1 It is recommended that Democratic Services Committee note the contents of the report and provide any comments about support for 2017/2018.

## **11. REASONS FOR THE RECOMMENDATIONS**

- 11.1 The Annual Report of the Head of Democratic Services sets out how the statutory duties under the Local Government (Wales) Measure 2011 have been met.



## 12. STATUTORY POWER

12.1 This report has been prepared following the Statutory Guidance relating to the Local Government (Wales) Measure 2011; Chapter 3 Section 16: Democratic Services Committee.

Author: Catherine Forbes-Thompson Interim Head of Democratic Services  
Consultees: Christina Harrhy, Interim Chief Executive  
Richard Edmunds, Director of Education and Corporate Services  
Dave Street Corporate Director – Social Services  
Mark S. Williams Interim Corporate Director – Communities  
Lynne Donovan Head of People Services  
Lisa Lane Corporate Solicitor and Interim Monitoring Officer  
Councillor Colin Mann, Chair Democratic Services Committee  
Councillor Gez Kirby, Vice Chair Democratic Services Committee  
Councillor Barbara Jones Deputy Leader and Cabinet Member for Finance, Performance and Governance  
Anwen Cullinane Senior Equalities and Welsh Language Officer  
Nicole Scammell Head of Corporate Finance and S151 Officer  
Stephen Pugh, Communications Manager  
Paul Lewis, Acting Head of Information Technology

### Background papers:

Report to Full Council 7 October 2014 Agenda Item 12  
Report to Annual Council 10<sup>th</sup> May 2018 Agenda Item 14  
Report to Full Council 25<sup>th</sup> July 2017 Agenda Item 7  
Report to Democratic Services Committee 17<sup>th</sup> November 2016 Agenda Item 5  
Report to Full Council 10<sup>th</sup> October 2017 Agenda Item 8

### Appendices:

Appendix 1 Democratic Services Team Chart

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**DEMOCRATIC SERVICES**

**Scrutiny Manager & Interim Head of Democratic Services**

Cath Forbes-Thompson

[forbecl@caerphilly.gov.uk](mailto:forbecl@caerphilly.gov.uk)

01443 864279

**Senior Committee Services Officer**

Emma Sullivan

[sullie@caerphilly.gov.uk](mailto:sullie@caerphilly.gov.uk)

01443 864420

**Temporary Scrutiny Officer**

Charlotte Evans

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**Committee Services Officer**

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**Committee Services Officer**

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**Committee Services Officer**

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**PA Leader Deputy Leaders and Cabinet**

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01443 864400

**Temporary Administrative Assistant**

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01443 864281

**Mayors Assistant**

Joy Thomas

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01443 864360

**Chauffeur**

Mark Harris

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## **Democratic Services**

Democratic Services contains two teams, namely Committee Services and Scrutiny and Members Services. Their role is two-fold:

1. To manage the Council's decision making, statutory and consultative committees
2. To support all elected members of the Council to undertake their varied Council and constituency roles.

Democratic Services can be broken down as follows:

***Management of Council Committees*** - Committee Services plans all the Council's decision making, statutory and consultative committees as well as meeting of full council. The support provided includes the planning of timetable, preparation of agendas, recording of minutes and publication of forward work programmes. In addition, advice is provided to members, officers and the public in accordance with the Council's constitution.

***Cabinet Office Support*** - support is provided for the Leader and Cabinet to include secretarial duties, diary management and co-ordination of advice for cabinet members attending meetings.

***Civic Office Support*** - support is provided for the Mayor and Deputy Mayor to include the planning of future civic events, secretarial duties, diary management and chauffeur services.

***Scrutiny Support*** - providing support and advice to scrutiny committees including arranging and supporting task and finish review groups. Task and finish groups are an opportunity for committees to examining an issue in depth and produce a report with recommendations. In addition, support is provided in ensuring committees forward work programming and the co-ordination of the development of scrutiny function through co-ordinating the Scrutiny Leadership Group which is made up of the chairs and vice chairs of scrutiny committees.

***Members Support and Development*** - advice and guidance is offered to all Members of the Council. Typical help includes advice on Members' salaries, travel and subsistence expenses, provision of home IT equipment and stationery. Members can also access typing support. The Council was the first in Wales to be awarded the WLGA's Charter for Member Support and Development and manages a training and development programme for councillors in accordance with members changing skills and knowledge needs.



## DEMOCRATIC SERVICES COMMITTEE – 23RD JULY 2018

**SUBJECT: MEMBER SUPPORT AND DEVELOPMENT**

**REPORT BY: CORPORATE DIRECTOR EDUCATION AND CORPORATE SERVICES**

---

### **1. PURPOSE OF REPORT**

- 1.1 To update Members of the training programme developed using data from the Training Needs Analysis (TNA) previously completed by Members.

### **2. SUMMARY**

- 2.1 Caerphilly County Borough Council has held the Wales Charter for Member Support and Development since 2007. In order to maintain the Charter and in line with the Local Government (Wales) Measure 2011, the Authority is required to periodically undertake a training needs analysis and develop a forward programme of training and development.
- 2.2 Members have already been provided with a detailed analysis of the results of the TNA, this report will merely be an update on the finalised programme of training, the Members Support and Development Programme 2018-2020.

### **3. LINKS TO STRATEGY**

- 3.1 The Council's Member Training and Development Programme is the key initiative in discharging the Council's responsibility and commitment to maintain the Wales Charter for Member Development and carrying out its statutory duty under the Local Government (Wales) Measure 2011 requirements. Most importantly, it supports Members to carry out their roles effectively.

The Members Training and Development Programme contributes to all seven of the Wellbeing Goals with the Well-being of Future Generations Act (Wales) 2015 as it seeks to support and develop the Councillor role. A role where they will be called on to make recommendations and decisions that will impact on future generations.

- *A prosperous Wales*
- *A resilient Wales*
- *A healthier Wales*
- *A more equal Wales*
- *A Wales of cohesive communities*
- *A Wales of vibrant culture and thriving Welsh language*
- *A globally responsible Wales*

## **4. THE REPORT**

- 4.1 As part of the Charter, a Training Needs Analysis was developed and distributed to all Councillors, Members of the Standards Committee and Co-opted Members in July 2017. The detailed outcome of the exercise has already been reported to Members at Democratic Services Committee on 17<sup>th</sup> September 2017. This report is to update Members on the finalised programme of training, a final version of the Programme is attached in Appendix 1.
- 4.2 The requested training, the Member Support and Development Programme 2018-2020, attached in Appendix 1, is based on the outcome of the TNA and will commence in September 2018. This training programme is in direct response to the training needs that Members themselves have identified.
- 4.3 The duration of the training sessions will be 2 hours and all will commence at 5.00pm. One session on "Holding Effective Pre-Meetings" will commence at 2.00pm as well as 5.00pm. This will allow Members a choice of training start times and the trainer will be able to target a slightly different audience at each session.
- 4.4 The majority of topics in the draft programme have now been procured, only one, "Creative Thinking and Problem Solving" has proved difficult to procure, but Learning 4 Leadership's Ian Bottrill, who will be providing training on 3 other topics, has indicated that he may be able to cover some of the subject matter in one of his other sessions. Members will be notified of this in good time before the training.
- 4.5 The programme includes e-learning options, which are online training modules, facilitated by the All Wales Academy in conjunction with the WLGA and will enable Members to undertake training at their own pace and at a time that is convenient to them. In order to maximise attendance, minimise the demand on Members time, provide value for money and offer an enhanced learning experience some modules offered in the TNA with similar subject themes have been redesigned or offered as an e-learning option e.g. Ward Work and Surgeries and Community Leadership and Engagement have been re-envisioned as The Effective Ward Councillor and Decisions for Future Generations. There are many more helpful topics available on the [learning.wales.nhs.uk](http://learning.wales.nhs.uk) website and Members are already registered as part of the Violence Against Women, Domestic Abuse and Sexual Violence training programme and we would encourage you to view the full list of the courses on offer.
- 4.6 As mentioned in a previous report, Members Seminars are not included in the Programme but will continue to be organised as and when necessary. The Members Development Annual, Recommended and Mandatory Training Programme will also run separately to the TNA requested programme.

## **5. WELL-BEING OF FUTURE GENERATIONS**

- 5.1 The Member Development Training Programme contributes to the Well-being Goals as set out in Links to Strategy above. It is consistent with the five ways of working as defined within the sustainable development principle in the Act in that by providing a wide ranging and diverse training programme it better prepares Councillors for their role as decision makers and scrutineers. A role that requires them to make decisions and recommendations that will impact the long and short term needs of Caerphilly County Borough Council residents; enable them to confidently scrutinise, challenge and hold to account, better assess appropriate interventions and provide them with the skills required to work collaboratively and nurture their understanding of the importance of community involvement.

## **6. EQUALITIES IMPLICATIONS**

- 6.1 There are no specific equalities implications arising as a result of this report

## **7. FINANCIAL IMPLICATIONS**

- 7.1 The Member Development Programme will be funded from the 2018/19, 2019/20 and 2020/21 Member Development Budget. The training will cost an estimated £2,359.00 in 2018/19; £1700.00 in 2019/20 and £200 in 2020/21.

## **8. PERSONNEL IMPLICATIONS**

- 8.1 There are no personnel implications arising as a result of this report.

## **9. CONSULTATIONS**

- 9.1 There are no consultations that have not been included in the report.

## **10. RECOMMENDATIONS**

- 10.1 Members are asked to approve the Members Support and Development Programme 2018/20.

## **11. REASONS FOR THE RECOMMENDATIONS**

- 11.1 To provide an agreed recognised standard of Member Support and Development.

## **12. STATUTORY POWER**

- 12.1 The Local Government Act 2000.  
12.2 Local Government (Wales) Measure 2011.

Author: Jackie Davies, Business Development Manager – daviej3@caerphilly.gov.uk  
Consultees: Christina HARRY, Interim Chief Executive  
Cath Forbes-Thompson, Interim Head of Democratic Services  
Emma Sullivan, Senior Committee Services Officer  
Lisa Lane, Corporate Solicitor and Monitoring Officer  
Richard Edmunds, Director of Education and Corporate Services  
Dave Street, Corporate Director of Social Services  
Lynne Donovan, Head of People Services  
Councillor Barbara Jones, Cabinet Member for Finance, Performance and Governance  
Councillor Colin Mann, Chair of Democratic Services  
Councillor Gez Kirby, Vice-Chair of Democratic Services

Appendices:  
Appendix 1 Member Support and Development Programme 2018-20

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# Elected Member Development Programme 2018 – 2020



# Foreword

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Caerphilly County Borough Council achieved the Wales Charter for Member Support and Development in 2007. The Wales Charter for Member Support and Developed has been developed to provide structure and impetus to the growing body of support services for Elected Members within Welsh Local Authorities.

This programme has been developed based on a Training Needs Analysis Questionnaire that was completed by Members to suit their training needs and requirements. The training programme is designed to support Members during 2018 and 2020.

This programme will also offer e-learning modules through the All Wales Academy (**learning.wales.nhs.uk**). Modules are available for a variety of platforms including desktops, laptops and tablets.

All Members are encouraged to participate fully in their continuing development.

---

## Registering for Modules:

If you are interested in attending any of the training and development opportunities outlined in this booklet or have any queries, please contact Jackie Davies on **01443 863019** or email: [daviej3@caerphilly.gov.uk](mailto:daviej3@caerphilly.gov.uk) or Joy Thomas on **01443 8634360** or email: [thomj@caerphilly.gov.uk](mailto:thomj@caerphilly.gov.uk)

If you would like to register for the e-learning modules, please contact Jackie Davies or Joy Thomas, please note you will need a valid e-mail address for us to be able to set up your 'log-in' details.



# Contents

---

- Introduction to Chairing Skills.....
- Holding Effective Pre-Meetings.....
- Importance of Questioning Skills.....
- Performance and Improvement.....
- Equalities and Diversity.....
- Advanced Chairing Skills.....
- Communication, Influencing and Negotiating Skills.....
- Introduction to Public Speaking.....
- Advanced Public Speaking/Media.....
- Strategic Thinking and Regional Working.....
- **The Effective Ward Councillor.....**  
**(e-learning module)**
- **Decisions for Future Generations.....**  
**(e-learning module)**



# Introduction to Chairing Skills

---

## Date of Training:



**17<sup>th</sup> September 2018 at 5.00pm**

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## Facilitator:



**Sarah Titcombe - WLGA**

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## Brief:

This will include practical advice and skills for those chairing meetings for the first time or aspiring to become Committee Chairs.



---

## Duration:



**2 hours**

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## Objectives:

The session will provide examples of good practice and encourage members to consider their own performance as chairs and vice chairs



# Holding Effective Pre-meetings

---



**Date of Training:**  
15<sup>th</sup> October 2018 at 5.00pm



**Facilitator:**  
APSE Training

---

## **Brief:**



Practical advice for getting the most of pre-meeting time for Chairs and Vice Chairs



---

**Duration:**  
2 hours



---

## **Objectives:**

The sessions will enable Chair and Vice Chairs to develop the skills required to effectively use pre-meeting time.

- Pulling together discussion into cohesive questioning
- Encouraging engagement and supporting and valuing colleagues contributions
- Identifying challenging themes and finding pathways to constructive scrutiny

# Importance of Questioning Skills

---



**Date of Training:**  
12<sup>th</sup> November 2018 at 5.00pm

---

**Facilitator:**  
Ian Bottrill



**Brief:**  
Practical advice on how to prepare and approach your role as scrutineer, questioning and listening techniques and how to apply them and devising key lines of enquiry



**Duration:**  
2 hours

---

**Objectives:**



- Develop a better understanding of the role of scrutiny and the skills required to be an effective scrutineer
- Develop questioning and listening techniques
- Understand the importance of meeting preparation
- How to draw out information by utilising effective questioning skills
- The use of open and positive questions

# Performance and Improvement

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## Date of Training:

Monday, 11<sup>th</sup> February 2019

---

## Facilitator:



Ros Roberts, Performance Management

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## Brief:

What is Performance and what is the purpose of it?  
How it works in CCBC (the framework)  
What does it have to do with Members?



## Duration:

2 hours



## Objectives:

The session aims to help Members to:

- understand the requirements for continuous improvement
- understand the Council's improvement process and corporate priorities
- gain an understanding of the Performance Management System
- understand the role of elected members in the Performance Management Structure

# Equalities and Diversity

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**Date of Training:**  
**Monday 18th March 2019 at 5.00pm**

---

## **Facilitator:**

**Anna Morgan of Red Shiny Apple**



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## **Brief:**



Caerphilly CBC is opposed to discrimination in any form and aims to ensure that all sections of the community have access to and benefit from the full range of services that it provides. The Council must comply with a wide range of legislation and employment regulations in the field of equalities. This session aims to look at the various policies and procedures within the Council for promoting equalities and diversity.

---

## **Duration:**



2 hours



## **Objectives:**

The session aims to enable members to gain an understanding of the policies and procedures in place for promoting equalities and diversity



# Advanced Chairing Skills

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## Date of Training:

**Monday 8<sup>th</sup> April 2019 at 5.00pm**

---

## Facilitator:



**Ian Bottrill**

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## Brief:

**Will include practical advice for those already chairing meetings that wish to further develop their skills base**



## Duration:

**3 hours**



## Objectives:

The session aims to assist Scrutiny Chairs and Vice-Chairs to explore the skills they need for the role, assess their own performance and consider how they might improve performance and develop in the role.

# Communication, Influencing and Negotiating Skills

---

## Date of Training:



**Monday 10<sup>th</sup> June 2019 at 5.00pm**

---

## Facilitator:



**Ian Bottrill**

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## Brief:



Will include practical advice and suggestions for handling situations in which negotiations are necessary

The training will focus on the importance of negotiating and influencing in the work of Councillors

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## Duration:

**3 hours**

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## Objectives:



The session aims to enable members to:

Gain a clear understanding of the role of influencing and negotiating in their council work

Consider preferred influencing styles and how they can be used most effectively

Develop best practice tips on how to become a more effective influencer and negotiator and also to consider what to avoid doing.

# Introduction to Public Speaking

---



## Date of Training:

**Monday, 23<sup>rd</sup> September 2019 at 5.00pm**

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## Facilitator:

**Mel Doel**

---



## Brief:

The session will provide essential tips on how Members should present themselves to audiences of all sizes and in meetings and how to engage with their audience. It will include practical advice and skills on how to get your message across effectively.

---



## Duration:

**3 hours**

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## Objectives:

The session aims to enable Members to feel more comfortable, confident and in control when appearing before an audience

# Advanced Public Speaking/Media

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## Date of Training:

Monday 27<sup>th</sup> January 2020 at 5.00pm

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## Facilitator:



Mel Doel

---

## Brief:

The course aims to improve members' skills to ensure that they are confident with key responsibilities associated with making effective presentations.



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## Duration:

3 hours



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## Objectives:



The session aims to provide members with practical advice on how to speak confidently and effectively in a variety of contexts including media interviews

# Strategic Thinking and Regional Working

---



**Date of Training:**  
Monday 8<sup>th</sup> June 2020 at 5.00pm

---



**Facilitator:**  
Daniel Hurford - WLGA

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**Brief:**  
Practical advice on how to think on a more strategic level and understand the benefits and challenges of working on a regional footprint

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**Duration:**  
3 hours

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**Objectives:**

By the end of the session participants will be able to: -

- Understand and appreciate the wider strategic implications of decision making
- Recognise the challenges of regional working and identify the benefits
- Understand the context of the national political landscape, Welsh Government expectations of Local Government and how regional working fits into this picture.

# The Effective Ward Councillor

---



## Date of Training:

To suit the learner



## Facilitator:

All Wales Academy

## Brief:



You may have been recently elected as a Councillor or may have been in the role for a while. Whatever your situation, this module aims to prompt you to think about your wards and challenge your current approaches to see if you can make any improvements

## Duration:



Approximately 70 minutes to complete the module and associated activities



## Objectives:

Participants will be able to: -

- Understand the roles and responsibilities of a Ward Councillor
- Time management techniques
- Utilising resources available
- Ward Surgeries
- Practical tips and skills

# Decisions for Future Generations

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## Date of Training:

To suit the learner



## Facilitator:

All Wales Academy

## Brief:



This module will introduce you to the importance of making sustainable decisions in the interests of Future Generations. It will tell you everything about the Act in 2015, what it is, how it is going to work and your responsibilities.



## Duration:

Approximately 45 minutes

## Objectives:



Participants will be able to develop a greater appreciation and understanding of the Wellbeing of Future Generations Act and how to take this into consideration in today's decision making.

# MEMBER TRAINING AND DEVELOPMENT MODULES

	Subject	Facilitator	Date and Time	Venue
1	Introduction to Chairing Skills	Sarah Titcombe (WLGA)	5.00pm Monday 17 <sup>th</sup> September 2018	Sirhowy Room Penallta House
2	Holding Effective Pre-Meetings	APSE Training	5.00pm Monday 15 <sup>th</sup> October 2018	Sirhowy Room Penallta House
3	Importance of Questioning Skills	Ian Bottrill (Learning for Leadership Cymru)	5.00pm Monday 12 <sup>th</sup> November 2018	Sirhowy Room Penallta House
4	Performance and Improvement	Ros Roberts	5.00pm Monday 11 <sup>th</sup> February 2019	Sirhowy Room Penallta House
5	Equalities and Diversity	Anna Morgan (Red Shiny Apple)	5.00pm Monday 18 <sup>th</sup> March 2019	Sirhowy Room Penallta House
6	Advanced Chairing Skills	Ian Bottrill (Learning for Leadership Cymru)	5.00pm Monday 8 <sup>th</sup> April 2019	Sirhowy Room Penallta House
7	Communication, Influencing and Negotiating	Ian Bottrill (Learning for Leadership Cymru)	5.00pm Monday 10 <sup>th</sup> June 2019	Sirhowy Room Penallta House
8	Introduction to Public Speaking	Mel Doel	5.00pm Monday 23 <sup>rd</sup> September 2019	Sirhowy Room Penallta House



9	Advanced Public Speaking/Media	Mel Doel	5.00pm Monday 27 <sup>th</sup> January 2019	Sirhowy Room Penallta House
10	Strategic Thinking and Regional Working	Daniel Hurford (WLGA)	5.00pm Monday 8 <sup>th</sup> June 2020	Sirhowy Room Penallta House
11	The Effective Ward Councillor	All Wales Academy	To suit the learner	learning.wales.nhs.uk
12	Decisions for Future Generations	All Wales Academy	To suit the learner	learning.wales.nhs.uk

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## DEMOCRATIC SERVICES COMMITTEE – 23RD JULY 2018

**SUBJECT: INDEPENDENT REMUNERATION PANEL - REPORT ON THE OUTCOME OF THE PANEL'S VISITS TO WELSH PRINCIPAL COUNCILS 2017**

**REPORT BY: CORPORATE DIRECTOR SOCIAL SERVICES**

---

### **1. PURPOSE OF REPORT**

- 1.1 To report on the outcome of the Independent Remuneration Panel for Wales visits' to Principal Councils in 2017.

### **2. SUMMARY**

- 2.1 The Panel is a statutory body established by Welsh Government in January 2008 to determine the scope and salaries, allowances and expenses payable to Councillors and Co-opted Members. The IRP carried out a series of visits to all 22 principal councils during the latter part of 2017, and the report attached at Appendix 1 is a copy of their findings.

### **3. LINKS TO STRATEGY**

- 3.1 Elected Members establish strategic direction and decide upon all policies and strategies so that the Council can achieve all of its objectives, as well as monitoring performance against those objectives. Members are entitled to receive remuneration prescribed by the Independent Remuneration Panel for Wales ("the Panel").
- 3.2 The Independent Remuneration Panel for Wales' report contributes to the Well-being Goals within the Well-being of Future Generations Act (Wales) 2016 by ensuring that Members are aware of the IRP function and role. The IRP ensures there is adequate remuneration and support for Members to carry out their role and thereby contribute to the following goals:
- A prosperous Wales
  - A resilient Wales
  - A healthier Wales
  - A more equal Wales
  - A Wales of cohesive communities

### **4. THE REPORT**

- 4.1 The Independent Remuneration Panel for Wales have provided a report outlining their findings following their visits to all 22 principal councils during 2017. Their main findings are as follows:
- The basic salary is not adequate remuneration for the hours worked: in many cases Members are working for less than the minimum wage.

- Senior salaries are not adequate remuneration for the skills and qualities required specially compared with other public sector posts.
- The workload and role of members has changed: hours have increased and the role now demands a more strategic outlook and ability to work with partners.
- Representing constituents is now only part of the role.
- The quality of support provided for members is an issue in some councils.
- The diversity of membership is slowly improving but several factors have the potential to militate against a greater diversity among people standing for election. These include the reluctance of existing members to take the full salary and to claim costs and expenses properly due because of the fear of adverse public reaction.

4.2 Democratic Services Committee are asked to note and comment on the findings of the IRP.

## **5. WELL-BEING OF FUTURE GENERATIONS**

5.1 This Panel report contributes to the Well-being Goals as set out in Links to Strategy above. It is consistent with the five ways of working as defined within the sustainable development principle in the Act to encourage more diverse representation among Councillors and Co-opted Members. A more representative group should be better able to take into account the Wellbeing Goals when reviewing services and policies and consider the positive and negative impacts upon future generations, long term community resilience and economic, environmental and social capital.

## **6. EQUALITIES IMPLICATIONS**

6.1 An EqIA screening has been completed in accordance with the Council's Strategic Equality Plan and supplementary guidance and no potential for unlawful discrimination and/or low level or minor negative impact have been identified, therefore a full EqIA has not been carried out.

## **7. FINANCIAL IMPLICATIONS**

7.1 There are no financial implications contained within this report.

## **8. PERSONNEL IMPLICATIONS**

8.1 There are no personnel implications associated with this report.

## **9. CONSULTATIONS**

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

## **10. RECOMMENDATIONS**

10.1 Democratic Services Committee Members are asked to comment on the Panel's report.

## **11. REASONS FOR THE RECOMMENDATIONS**

11.1 To ensure that Democratic Services Committee are aware of the findings and views of the IRP.

## **12. STATUTORY POWER**

- 12.1 Local Government and Housing Act 1989, the Local Government Act 2000, Local Government Wales Measure 2011, Local Government (Democracy) (Wales) Act 2013 and Family Absence for Members of Local Authorities Wales Regulations 2013.

Author: Catherine Forbes-Thompson, Interim Head of Democratic Services  
Consultees: Cllr Colin Mann, Chair Democratic Services Committee  
Cllr Gez Kirby, Vice Chair Democratic Services Committee  
Cllr Barbara Jones, Deputy Leader Finance, Performance and Governance  
Dave Street, Corporate Director Social Services  
Lynne Donovan, Head of Human Resources

Appendices:  
Appendix 1 Report of the Independent Remuneration Panel for Wales 2017

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## REPORT ON THE OUTCOME OF THE PANEL'S VISITS TO WELSH PRINCIPAL COUNCILS 2017

### 1. Introduction

---

Members of the Panel visited each of the 22 principal councils following the Local Government elections in May 2017. These visits, undertaken over the summer/early autumn provided the Panel:

With feedback on the Panel's Remuneration Framework;

With qualitative information about the current role and workload of members and how it has developed since previous visits in 2013.

To give members the opportunity to obtain greater understanding of the Panel's function and how decisions are arrived at.

Each visit was attended by 2 or 3 Panel Members and detailed notes were recorded. In total we met: 142 members of executives; 280 other councillors; 59 co-opted members and 90 chief officers.

### 2. Main Findings

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- **The basic salary is not adequate remuneration for the hours worked: in many cases members are working for less than the minimum wage.**
- **Senior salaries are not adequate remuneration for the skills and qualities required especially compared with other public sector posts.**
- **The workload and role of members has changed: hours have increased and the role now demands a more strategic outlook and ability to work with partners.**
- **Representing constituents is now only part of the role.**
- **The quality of support provided for members is an issue in some councils.**
- **The diversity of membership is slowly improving but several factors have the potential to militate against a greater diversity among people standing for election. These include the reluctance of existing members to take the full salary and to**

**claim costs and expenses properly due because of the fear of adverse public reaction.**

### **3. Background**

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The basic salary originally set by the Panel was based on the all Wales average earnings and pro-rated to three fifths. At that time the accepted view was that a backbench member would spend 23 to 25 hours a week on council and constituency business. Any excess time was regarded as “public service discount” If the same alignment was used currently the basic salary would be well in excess of £15000 rather than the current salary of £13,600. Senior salaries were determined using multiples of the basic.

### **4. Commentary on the visits**

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#### a) 2017 election

Almost all councils reported a significant turnover of membership; the overall average was in excess of 30%. It was notable that there was a number of younger members of both genders in the new intake.

We observed a distinct and developing direction toward greater professionalism of the role of a councillor.

#### b) Workload

The overwhelming majority of members we met stated that their workload had increase exponentially. The common theme was this was a consequence of public sector austerity and increasing expectation from their constituents. The latter fuelled by the use of social media and the presumption that members should provide an immediate response. Many stated that they were “the first port of call” for any issue irrespective whether or not it was a matter for the council

Very few indicated that the workload could be contained within the notional 23 /25 hours. There was an emerging view that to be an effective member required skills in advocacy as well as in governance.

#### c) Remuneration – Basic

Although recognising the context of the financial position of local authorities the members we met, from all political persuasions felt that they were underpaid by some margin. Many commented that for the hours that they had to devote to the role the amount they received was less than the minimum wage. They acknowledged and understood that the Panel has a statutory obligation to take account of affordability in reaching its decisions and that in current circumstances limited the level of increases to the basic salary.



d) Remuneration – Senior Members

The Panel's Framework recognises that members who take on additional responsibility should be rewarded.

Leaders/Executive members: Based on the evidence of previous visits and discussion with senior members, the Panel has consistently taken the view that to undertake the role of a member of a member of cabinet effectively required input equivalent to full time (but not necessarily normal office hours). We found no evidence to suggest that this was not still valid; in fact those executive members we met indicated that they put in many more hours beyond that which would be regarded as full time. This view was generally supported by officers. This did not preclude some who were in employment but they usually had jobs that allowed flexibility. Several councils had appointed newly elected members to cabinet roles as they had recognised skills to undertake a particular portfolio. We were made aware of examples of executive members who had taken a sabbatical from their jobs but to do so had to accept a significant reduction in earnings as a consequence.

The general view of executive members was that they were underpaid but acknowledged the affordability issue.

The leaders we met did not raise the quantum of their payments but colleagues were forceful in commenting that payments to leaders was not commensurate with the responsibility attached to the role and compared unfavourably with other public sector roles. We consider that there is validity to this view but in current financial circumstances has to be an issue for the longer term.

Chairs of Committees: As each council will have different structures and priorities for its governance we will retain the present arrangements for individual councils to decide which and how many chairs are remunerated.

Payments of senior salaries must be contained within the maximum number that we have set for each council.

e) Member Support

The Panel's framework emphasises that members should be provided with access to IT and other support to enable them to carry out their duties. At a minimum, this should include the ready use of email and electronic access to information and adherence to the principle that members should not be out of pocket in order to fulfil their duties.

The Panel has observed that the quality of member support varies across Wales and more than once members have appealed to the Panel to rule on if a particular system for example broadband access requiring a contribution from the member falls within this principle.

The Panel is of the view that should not be the arbiter between local authorities and members of what is fair and reasonable to support members in carrying out their role but the visits offered the opportunity to note that it is still the case that some authorities provide minimum support to members, for example IT access only within office hours.

The inadequacy of member support in terms of lack of IT, lack of phones was raised together with many backbench members noting that there was insufficient officer support and research support which impacted on their ability to study and comment on policy proposals from the executive.

#### f) Governance

A few issues relating to governance emerged:

Scrutiny – several councils mentioned that some of their members had refused to sit on scrutiny committees. The reasons varied including “lack of time” and “they were pointless and had no effect”. A further complaint was that officer support for the scrutiny committees had been severely reduced (because of cuts) which hindered the quality of the work.

Smaller authorities appeared to struggle to find individuals from their membership with skills to meet specific needs because of limited numbers of councillors. This might have been exacerbated in the short term because of the new intake of elected members.

#### g) Diversity

There are encouraging signs that local authority membership is becoming more diverse with younger and more females entering local government. However, they are still in the minority. There is evidence that payment of salaries has been a factor in improving diversity. To quote responses from a few individuals “I am not doing this because it is paid but I couldn’t do so if it wasn’t”.

Reimbursement of the costs of care should be another factor to encourage diversity but the take up continues to be disappointing and many members who would be eligible and probably have the need are self-precluded because of perceived criticism from the public that they would be subjected to when claims are published. We have given the options to councils to publish these costs as a total without naming the individual members.

#### h) Members forgoing payments

Our determinations have always recognised that individuals have the right not to take all or part of any payment but we have been clear that to do so they must formally advise the appropriate officer of their decision in writing. This is to overcome potential coercion of members to take less than the prescribed salary for political benefit and so we can ensure compliance, and would undermine the principle of an independent organisation prescribing payments. Councils were unanimous that we should prescribe specific payments when the 2011 Wales Measure gave the Panel the power to do so. If members are under pressure to take less than the prescribed salary it will potentially result in a “race to the bottom” and undermine the worth of a councillor. Regrettably there are a few instances where it appears that group decisions have been made and pressure applied to forgo increases. In one case we found that new members were informed of their salary at a level below the prescribed amount, unaware that it was £100 more. In that same authority members were telling us that the role was significantly underpaid and to quote one cabinet member “to me £100 means 3 pairs of shoes for my children”.

#### i) Regional working and the impact on governance

This was raised by most councils as an issue that could have implications for remuneration. We will be assessing this over the next few months following discussions with leaders involved in current projects.

#### j) Case Studies

We are considering, producing case studies of specific members to demonstrate a variety of backgrounds of current members and their journey to becoming local councillors. The idea behind this is to show the commitment that individuals bring to serving their communities and to counter the myth that councillors are only there to serve their own purposes.

### **5. Other Issues**

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There were other matters raised that are beyond our remit but these are included as matters for Welsh Government to consider.

Redundancy/parachute payments: a number of councillors raised what they considered an inequity of treatment when they lose their seats or stand down compared with Members of Parliament or Members of the National Assembly.

The position of local authority employees who wish to stand for election for their council: They have to resign when they put their name forward whereas this does not apply to elections for the Assembly or Parliament.

Member Abuse: Several members raised concerns about the level of abuse that they were subjected to. There have been a number of serious incidents which are matters for the police but it seems that social media is also a factor in the ability for individuals to attack members if they believe that they have failed to respond positively to complaints/issues. The members who raised this believe that some form of protection and training in security measures should be provided without cost to themselves.

**John Bader**

**Chair of the Independent Remuneration Panel for Wales December  
2017**