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Date: 9th September 2015

Dear Sir/Madam,

A meeting of the **Democratic Services Committee** will be held in the **Sirhowy Room, Penallta House, Tredomen, Ystrad Mynach** on **Wednesday, 16th September, 2015** 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 27th May 2015.	1 - 6

To receive and consider the following reports: -

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4	The Member's Portal (Presentation).	
5	Scrutiny Review 2015.	7 - 18
6	Update Member Training and Support Programme.	19 - 50
7	Member Attendance Recording.	51 - 56
8	Printing Costs for Members.	57 - 64

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, 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 27TH MAY 2015 AT 5:00PM

PRESENT:

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

Councillors:

H.W. David, W. David, D.T. Davies, R.T. Davies, Mrs C. Forehead, Mrs P. Griffiths, Ms J.G. Jones, G. Kirby, Mrs M.E. Sargent, and J. Taylor.

Together with:

A. Price (Interim Head of Democratic Services and Deputy Monitoring Officer), J. Davies (Business Development Manager), E. Sullivan (Democratic Services Officer).

1. APOLOGIES

Apologies for absence were received from Mrs G. Bevan, P.J. Bevan, D.G. Carter, Mrs D. Price and Mrs E. Stenner.

2. DECLARATIONS OF INTEREST

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

3. MINUTES - 17TH MARCH 2015

RESOLVED that the minutes of the meeting held on the 17th March 2015 be approved as a correct record and were signed by the Chair.

4. CHAIRMAN'S ANNOUNCEMENTS

The Chair on behalf of the Democratic Services Committee wished to formally thank Mr Jonathan Jones, Democratic Services Manager for his past service and all the support provided to Members during his time with Caerphilly County Borough Council. Mr Jones had recently left the authority to take up a post with the Welsh Ambulance Service and Members requested that their appreciation for his contribution to Member Development and Support be noted.

REPORTS OF OFFICERS

5. ANNUAL REPORT FOR DEMOCRATIC SERVICES

Mrs A. Price (Interim Head of Democratic Services) introduced the Annual Report for Democratic Services which detailed the current and planned services and support for Elected Members.

The different Democratic Services functions were outlined and the support provided to Members in terms of Committee Services, Member Training and Development, Scrutiny and the Civic Office were noted.

With regard to Committee Services, Members were advised that 211 committee meetings and 13 planning site visits had been arranged during the last council term. There had been 11 members' seminars on a wide range of issues, including the Medium Term Financial Plan, School Categorisation and Caerphilly Collection Services. All meetings had been properly advertised with agenda's and minutes produced within the required timescales. During 2014 the Modern.Gov document management system had also been successfully implemented and the benefits of its improved functionality were now being realised. This had been a major project over the last 12 months and its straightforward search and document retrieval system offered an easy to use interface and greater transparency.

In terms of Member Training and Development a number of programmes had been implemented including mandatory, annual refresher, recommended and requested training. The Officer confirmed that a full review of the programme would be presented to the Democratic Services Committee in due course. A Training Need Analysis (TNA) had also been undertaken; with a report on the analysis outcomes presented to the committee at its last meeting. Officers were currently working with the WLGA to provide Members with their requested training options. This report also fed-back the preferred times and venues for committee meetings as well as training and development events. Going forward further options such as e-learning and recorded sessions would be explored in order to offer as wide a variety of learning platforms and accessibility as possible.

The Interim Head of Democratic Services confirmed that the WLGA Charter submission for Member Support and Development had just been successfully renewed, the evidence requirements were summarised and the award criteria outlined.

Scrutiny support over the past 12 months was detailed and the support provided by the Scrutiny Research Officer for various Task and Finish Groups acknowledged. The instrumental role of Mrs C. Forbes Thompson in the Many Hands – Sharing Public Accountability in Wales event in Llanddrindod Wells on the 27th March 2015 was recognised. Members noted that a review of Scrutiny was currently underway following recommendations from the Wales Audit Office and the outcome of the review would be reported to the Committee's September meeting.

Civic Office support was summarised and it was noted that the Mayor attended 370 engagements between May 2014 and May 2015. Members of the Democratic Services Team provided continuous support to the Mayor and Deputy Mayor in all aspects of their duties.

As Members were aware webcasting had also been implemented over the last year with 3 meetings of Council successfully broadcast. Viewing figures were currently low Officer's hoped these would improve once the facility was more widely advertised. The problems experienced with electronic voting were noted and the Officer confirmed that further practice session would be organised to ensure that Members were completely comfortable and confident in the process before it was re-introduced at Council meetings.

The Officer confirmed that once again 100% of the Annual Reports for Elected Members had been published within the agreed timescale and improvements to the Caerphilly Website meant that they could be more easily viewed by the public. The level of support provided to Members in terms of information technology both hardware and software was summarised and it was noted that the recent Windows upgrade had been complemented by a series of training sessions. Reference was made to the provision of specialist a software reader for a Councillor with a visual impairment; this facility translated written documents into an audio commentary. It was noted that any general or specific support requirements such as the IT Reader would always be considered and support.

Staff and resources within Democratic Services were explained including current and future budgetary constraints. In terms of the printing budget Members were advised that reductions in this area would need to be looked at going forward. With regard to the Democratic Services Manager post, the Officer advised that this post would not be replaced and that existing members of the team would provide these duties by utilising the support of the wider Legal and Governance team.

Members were introduced to Mrs Jackie Davies, Business Development Manager, Legal Services who would be taking on a more active role by supporting Members training and development. The Chair welcomed Mrs Davies to the meeting on behalf of the committee.

The Chair thanked the Interim Head of Democratic Services for her report and Members questions and comments of the overall support to be provided were welcomed.

Clarification was sought in relation to electronic voting if the failure to introduce it at the same time as webcasting would have any impact in terms of transparency in decision making. Mrs Price confirmed that voting by show of hands can be clearly seen by the public in attendance and on the webcast and there was no statutory requirement for electronic voting, however it did afford a more pragmatic approach to the voting process. Members were advised their views on electronic voting would be sought and further practice session organised before its re-introduction was considered.

Members wished to formally acknowledge the work done by the Committee Services Section and expressed concern that their already busy workload would be added to. Concern was also expressed that by not replacing the Democratic Services Manager post a vital link for Members was being lost.

A Member expressed concern with regard to Councillor attendance at meetings and in particular certain Member's that arrive late, leave early or do not offer apologies for absence. This concern was shared by the Committee and clarification was sought as to whether it would be possible to record these instances. Members were mindful that this would place an additional onus on committee services staff and how best to record this data was discussed at length. Concern was expressed again that any further reduction in Committee Services staffing levels would place an unacceptable strain on the remaining staff members in a area that was essential to the role of Members. Assurances were sought that the current staffing levels would be maintained going forward.

Mrs Price confirmed that Members attendance levels were reported quarterly to Scrutiny Committees and within Annual Reports for Elected Members. However there was no record kept of Members arrival or departure from meetings.

Having fully considered the issues around Member attendance It was moved and seconded that a record of Members attendance in terms of Councillors that do not tender apologies for absence, arrive late or depart early from Scrutiny Committees, Council, Cabinet and Planning Committee meetings and by a show of hands this was unanimously agreed.

RESOLVED that a record be kept of Councillors that fail to tender apologies, arrive late or depart early from meetings and this data be reported back to the Democratic Services Committee.

Members were advised that additional support at Scrutiny would be provided by staff from the wider Legal Services Team. Solicitors would be trained by the Scrutiny Research Officer who would continue to co-ordinate the Scrutiny function. Mrs Price confirmed that she was conscious of the affect on remaining staff by not filling vacant post particularly when taking into account the constant cycle of meetings to be covered. However each vacancy had to be looked at on a case-by-case basis in tandem with secondment and redeployment opportunities.

Members emphasised how essential the consistency and continuity of the advice given at Scrutiny was and that this must be considered when utilising a wider network of staff. Members were unsure that using Solicitors to provide Scrutiny advice was the best way forward and expressed the preference that dedicated support continue.

The value of Scrutiny Committee pre-meetings was discussed at length with poor levels of attendance here also noted as a concern. The length of Scrutiny agenda's was also debated and reference made to the number of information items being incorporated that were never called forward for discussion. Members suggested that print cost savings could be achieved by revising the current practice of providing hard copies of information items. They could instead be made available in an electronic format in the first instance and only printed if called forward for discussion. It was noted that this was one of the recommendations arising from the current Scrutiny Review, the outcome of which would be the subject of a report to Council.

A Member advised the difficulties many Members experienced when reading large documents on screen and given the importance of the issues being considered at the different committees might prefer to receive printed copies of all documents irrespective of committee membership. Clarification was sought as to whether individual requests to receive only hard copies of committee papers would be accommodated. The Officer confirmed that last years print budget was over spent by £20,000 so savings in this area were a priority. Mrs Price reminded Members that this decision was taken some time ago, and fully supported by Council that printed committee papers would only be sent to the membership of the committee. Councillors we being encouraged to use information technology where possible but printing all reports for all Councillors would incur huge costs. Officers were aware that document accessibility would not be a one size fits all solution and individual requirement in terms of specialist equipment or provision would always been considered but the move away from printing all documents needed to be maintained. Mrs Price offered to look at print costs and provide an analysis to Democratic Services Committee if Members agreed it would be useful. It was noted that some Council's had used the Mod.Gov system to stamp the print cost of individual committees onto agenda in order to highlight the issue, this might be an option to take forward, if Members were agreeable.

Members were pleased to note that consideration was being given to information items and that tailored support needs would be accommodated. A Member agreed that sitting in front of a lap-top screen for hours was not ideal however the different Group Room's and the Member's Library contained printed copies of all the committee agenda's and he often accessed these facilities to read through reports. He expressed the concern that stamping the print costs on agenda's, placed a monetary value on the process which he considered a negation of democracy. This view was shared by a number of Members.

Reference was made to the decision process and the route a report made through the different committees, from Scrutiny, to Cabinet and on to Council, which often meant printing the same document three times. Members suggested that where reports followed this route, they should be retained from the original print run and Councillor's could bring them to subsequent meetings without the need to reprint, agenda's could also be appropriately noted as a reminder.

The Officer noted the suggestion and confirmed that all options were being considered including how to reduce the repetition of printing.

A Member also suggested consideration be given to circulating the decision's made at Scrutiny to all Councillors for information, either in draft minute or decision notice format. The Officer acknowledged the suggestion and agreed to look at how best this could be progressed.

6. ANNUAL REPORTS FOR ELECTED MEMBERS 2014-15

Mrs E. Sullivan (Democratic Services Officer) provided a verbal update on the progress of the Annual Reports for Elected Members for 2014/15.

The Officer confirmed that last year 100% of eligible Members produced an Annual Report for 2013/14 and that all reports were published within the statutory timeframe. Mrs Sullivan thanked Members for their support, hard work and commitment which enabled Caerphilly County Borough Council to be one of only two authorities to publish reports for all their Councillors.

The Officer confirmed that the pre-populated templates for 2014/15 would be circulated shortly and once again Members would be fully supported by the Democratic Services Team. The deadline for the submission of reports was noted as Tuesday 30th June 2015, this would allow reports to be checked and sent back to Members for final approval in time for the publication deadline of the 31st July 2015.

The Chair thanked the Officer for the update.

Approved as a correct record subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 16th September 2015 there were signed by the Chair.

The meeting closed at 18:05 pm.

CHAIRMAN

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DEMOCRATIC SERVICES COMMITTEE – 16TH SEPTEMBER 2015

SUBJECT: SCRUTINY REVIEW 2015

REPORT BY: ACTING DIRECTOR CORPORATE SERVICES & SECTION 151 OFFICER

1. PURPOSE OF REPORT

- 1.1 To outline the findings and recommendations identified from a review of scrutiny arrangements that was carried out to identify improvement to the operation of scrutiny. This was following the findings of the Wales Audit Office report 'Follow-up of the Special Inspection and Reports in the Public Interest', dated January 2015.

2. SUMMARY

- 2.1 This report identifies the issues for improvement contained the WAO report identified by the workshop groups in relation to agendas, forward work programmes and witnesses, information and reports, task and finish groups, scrutiny support, the role of Cabinet and scrutiny members at committee and meeting organisation and chairing skills, and finally the external scrutiny role of local authorities.

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 Improving Governance Programme Board (IGPB) are responsible for overseeing the improvements to scrutiny recommended by the Wales Audit Office report 'Follow-up of the Special Inspection and Reports in the Public Interest', and are asked to consider the findings and recommendations identified during the review.
- 4.2 The Wales Audit Office report 'Follow-up of the Special Inspection and Reports in the Public Interest', dated January 2015 has identified further improvements to scrutiny. The report recognised the work carried out under the scrutiny improvement action plan and the structural arrangements put in place. However, the report identified that the next stage is to develop the effectiveness of scrutiny and clarify its role.
- 4.3 The WAO's main findings can be summarised as:
- The Chairs and Vice Chairs of scrutiny committees have mixed views on the benefits of pre-meetings.
 - Effectiveness of scrutiny's challenge role is limited.
 - The role of scrutiny is confused.

- Meetings are long and agendas lack focus.
- 'For Information' agenda items could be handled more efficiently outside of the formal scrutiny process.
- The Regeneration and Environment Scrutiny Committee's terms of reference are very wide which restricts the time available to discuss subjects in depth.
- Agenda items need to be prioritised and focused on the Council's priorities.
- Information provided to scrutiny is good, however, Chairs and Vice Chairs would like more use of qualitative, historical and comparative information.
- Task and Finish Groups should be used more frequently to review specific issues in more depth.
- Members want to continue to improve their scrutiny role.

4.4 In order to identify how improvements can be made a project group was set up to oversee the improvement programme, the members of the project group were:

- Gail Williams Interim Monitoring Officer & Head of Legal Services.
- Angharad Price Interim Head of Democratic Services and Deputy Monitoring Officer.
- Councillor Hefin David Chair Scrutiny Leadership Group.
- Councillor Colin Mann Chair Democratic Services Committee .
- Councillor Christine Forehead, Cabinet Member HR, Governance and Business.

4.5 The aim of the improvement programme was to identify possible changes to improve the operation of scrutiny. In order to ensure that all interested parties were involved in discussing possible changes to scrutiny, four workshops were held over a two-week period and attended by 64 people. Each workshop consisted of mixed groups of Members and Officers made up of the Leader and Deputy Leaders, Scrutiny Leadership Group, Democratic Services Committee, Scrutiny Committee Members and Co-opted Members, CMT, Heads of Services and Third Tier Officers.

4.6 The purpose of the workshop was to discuss the WAO findings and to find a 'long list' of options to action those findings. The workshop groups were asked to consider the following statements:

- The Wales Audit Office stated that the effectiveness of scrutiny's challenge role is limited.
- The Wales Audit Office stated that the effectiveness and role of scrutiny is confused.
- The Wales Audit Office stated that agenda items need to be prioritised and focused on the Council's priorities.

Participants were then asked to consider the following questions:

- What are we trying to achieve?
- How can we do it?
- What are the benefits/constraints?

4.7 The feedback from the workshops has been grouped into subject headings, which is supplemented with background information and conclusions of the project group.

4.8 The workshops groups also identified some general scrutiny suggestions, as follows:

- Review terms of reference for all scrutiny committees.
- Review number of scrutiny committees.
- Review how & when scrutiny committees will be involved during policy development – develop guidance for officers.

4.8.1 The terms of reference for Policy and Resources Scrutiny Committee and Regeneration and Environment Scrutiny Committee have been considerably wider than the other scrutiny committees. The terms of reference for Regeneration and Environment Scrutiny Committee was recently addressed by the Interim Chief Executive, albeit on a temporary basis, when

Public Protection was transferred to Health Social Care & Wellbeing Scrutiny Committee. This has reduced the burden on the Regeneration and Environment Scrutiny Committee and there is an argument for continuing this approach on a permanent basis, as the services provided by Public Protection have a close affiliation with the health agenda.

- 4.8.2 The workload of Policy and Resources Scrutiny Committee may be addressed through reviewing forward work programmes and how information is provided to Members. If these were implemented there would be no reason to change the terms of reference or increase the number of scrutiny committees in order to reduce the workload of the scrutiny committee.
- 4.8.3 The use of special scrutiny committee meetings has also been suggested in order to address the workload of some scrutiny committees. During 2013/14 additional MTFP scrutiny committees were held which increased the workload of both Officers and Members. The next few years may see the need to hold more special scrutiny meeting for the MTFP, therefore some control over the number of additional meetings needs to be considered, perhaps a limit of two per scrutiny committee per annum. This will ensure the workload upon Officers and Members is kept under control and special meetings are used more effectively. The effective management of forward work programmes should also assist in managing agenda sizes.

Agendas

- 4.9 The workshops groups suggested that we develop options for revised arrangements for scrutiny agendas, to include:
- Maximum number of items for discussion.
 - Prioritise agendas to focus on strategic issues (risks, corporate priorities, external Audit, Inspection & Regulation reports, performance, finance) – link to Forward Work Programme.
 - Revise arrangements for report requests – set up procedure to determine priorities (matrix) that can be determined by scrutiny committee.
 - Consider other means to provide information to Members e.g. seminars.
 - Scrutiny Committee to decide which pre-decision reports are added to agenda – from the Cabinet work programme.
- 4.9.1 The general consensus across all of the workshops agreed that scrutiny committee agendas are overloaded, particularly Regeneration & Environment and Policy & Resources. This has been alleviated in the short term by the change to the terms of reference of Regeneration & Environment by moving Public Protection to Health Social Care & Wellbeing Scrutiny Committee.
- 4.9.2 However a long term solution is needed to ensure that scrutiny committees use their valuable time more effectively, by prioritising items to be included on agendas but also ensuring flexibility so that issues raised by Members, stakeholders and the public are considered for inclusion. A maximum limit on the number of items for inclusion on the agenda would help scrutiny committees to ensure that they have the time to consider all items effectively.

Forward Work Programmes (FWP) and Witnesses

- 4.10 The workshops groups suggested that:
- Scrutiny involved and engaged in developing work programmes - annual meeting to discuss year ahead to prioritise items for work programme.
 - Scrutiny Committee to discuss FWP at each meeting and agree items to be added – including Member requests – need to reach consensus prioritising on key strategic issues vs. individual Member ward issues.
 - Work programmes – to be balanced between interests of committee and the core function of scrutiny to hold executive to account.
 - All FWPs to contain an overview of report and explain reason/outcome/objectives for scrutiny.

- Members decide if they want a Cabinet report to come to scrutiny – therefore Cabinet work programme needs to be available well in advance so that scrutiny can choose and contain narrative of the purpose and key issues.
- Use expert witnesses more – develop list of key organisations.
- Develop information and guidance on key witnesses further.
- Public/ Key Stakeholder engagement – develop strategy to manage, improve and support – linked to Welsh Government White Paper on work programming.
- Non-statutory co-optees have not been reviewed. Review what is their role, and appointment system.

- 4.10.1 To enable scrutiny committees to effectively manage their work programmes, each scrutiny committee could discuss their forward work programme at each meeting. This could be debated alongside the Cabinet forward work programme and requests for reports from Members, stakeholders and the public.
- 4.10.2 In order to allow the scrutiny committee to consider if a report on the Cabinet forward work programme should be added to the scrutiny committee forward work programme, a narrative would need to be included against each Cabinet report listed to identify key issues.
- 4.10.3 The previous Scrutiny Improvement Action Plan included a recommendation that Ombudsman reports should be referred to an appropriate scrutiny committee where the Report identified a serious failure in service delivery that would benefit from further consideration by the appropriate Scrutiny Committee. Since that time the Policy and Resources Scrutiny Committee unanimously agreed that this should be amended so that Standards Committee could in appropriate circumstances refer such reports to Audit Committee instead of the relevant Scrutiny Committee. The Standards Committee has no objection to this proposal. A mechanism for referral needs to be agreed. It is therefore suggested that following a decision to refer on by the Standards Committee that the Scrutiny Leadership Group is consulted on whether the referral should be to the relevant Scrutiny committee or Audit committee .
- 4.10.4 Scrutiny can invite any external witness in order to provide an additional perspective to an issue or report that is to be debated. This practice varies across the scrutiny committees, with Policy and Resources Scrutiny Committee for example inviting Trade Union representatives to speak on personnel policies and Caerphilly Homes Task Group, tenant representatives, invited to speak on WHQS matters.
- 4.10.5 Following the Local Government (Wales) Measure 2011, Welsh Government issued guidance to local authorities on involving the public and stakeholders in scrutiny. The guidance advised councils to develop protocols on its engagement procedures particularly around forward work programmes. Following this a guide to scrutiny was published on the council website and a protocol to explain how requests to speak would be dealt with. The forward work programmes are published on the website every quarter and circulated to key stakeholders. The aim is to highlight topics and identifying potential witnesses, however to date there has been limited interest from the public to participate in scrutiny but it has raised awareness among some stakeholders of topics that are due to come forward.
- 4.10.6 The Welsh Government White Paper Devolution, Democracy and Delivery proposes that Local Authorities strengthens ‘Scrutiny Committees’ forward planning further by requiring them to make reference to ‘key decisions’ and corporate plans, as well as setting out what they intend to scrutinise and who they will engage with in doing so.’
- 4.10.7 Therefore it may be appropriate to pre-empt this proposal and make changes to our work programmes by developing both Cabinet and Scrutiny forward work programmes to highlight key issues and for scrutiny committees to identify potential external witnesses.
- 4.10.8 The role and appointment of co-opted members was discussed at the workshops. At present there are non-statutory co-opted members sitting on Education for Life Scrutiny Committee and Health Social Care & Wellbeing Scrutiny Committee. All non-statutory Co-opted members do not have voting rights. Cabinet agreed the appointment of Education for Life

Scrutiny Committee Co-opted Members in January 2000. Council agreed the appointment of Health Social Care & Wellbeing Scrutiny Committee Co-opted Members in 2001. These co-optees have not been reviewed since they were appointed.

- 4.10.9 There are four non-statutory co-opted members on Education for Life Scrutiny Committee; these co-opted members are representatives of the following organisations:
- Caerphilly Governors Association
 - National Union Teachers (NUT)
 - National Association Head Teachers (NAHT)
 - National Association of School Masters Union of Women Teachers (NASUWT)
- 4.10.10 It should be noted that there are no other trade union representatives sitting on other scrutiny committees and not all teaching trade unions are represented.
- 4.10.11 There are four non-statutory co-opted members representing the Users and Carers Forum who sit on the Health Social Care and Wellbeing Scrutiny Committee, however this forum no longer exists, so there is no formal role in respect of reflecting views of a recognised group and no group for them to feed back to. These members have provided a helpful dimension to meetings and broadened debate for the committee, however this is limited to their specific areas of expertise.
- 4.10.12 There has also been a representative from Aneurin Bevan University Health Board on Health Social Care and Wellbeing Scrutiny Committee since 2001. This has proved useful in terms of creating a link with the health board and the scrutiny committee. The co-opted member has facilitated requests for information and is able to provide a helpful perspective at meetings.
- 4.10.13 However a more flexible and practical arrangement would be, to develop a list of expert witnesses both individuals and organisations that each scrutiny committee could call upon to give evidence on individual topics. This would give scrutiny committees and wider range of opinion and expertise and ensure that evidence provided at scrutiny is specific to the topic under debate.

Information

- 4.11 The workshops groups suggested that:
- Review how information is made available to members.
 - Information reports – use other methods to inform members such as seminars, email, intranet, website or Members’ portal – video/podcasts.
 - Officers to make themselves available for a surgery 1 hour before Council & Scrutiny for Members to drop in with concerns etc.
- 4.11.1 The feedback from the workshops indicated a general agreement that there needed to be an effective solution(s) to providing information to Members. It was felt that the burden on scrutiny agendas could be alleviated through reducing the number of report requests that were sometimes parochial ward issues or had no specific purpose or outcome.
- 4.11.2 Consideration could be given to developing and improving information for Members by developing some of the ideas suggested by the workshops. Further development of the Members’ portal to include organisation charts and contact details for officers and investigate using Video/Pod casts to explain complex issues or to give an overview of a service. Continue to use Seminars and provide training on accessing information on services on the website. Consider holding individual service drop in sessions prior to council meetings where members can speak directly to Officers – this could be focussed on a different service area before each meeting.

Reports

4.12 The workshops groups suggested that:

- Scrutiny Committees to do less things but well, Members requests to be considered against a prioritisation matrix.
- Using a matrix should prevent 'for information reports' and ensure forward work programmes become more focused and strategic.
- Use checklist of other methods to resolve issues (see Crime & Disorder CCfA) as evidence that request is last resort.
- The matrix for reports written for Officers as well as Members.
- Remind Members of other means to resolve issues for example by contacting officers directly or via email – need to develop contact lists for issues/services on Members' portal or intranet.
- Minutes for all committees highlight action points when referring items to scrutiny.
- Review report structure:
 - Include key points to focus on in the report.
 - Develop summary section of report further.
 - Recommendations on front page.
 - Covering reports, short and snappy with key points.
- Review timescale for receipt of reports before meetings, can they be circulated earlier to Members – particularly large reports with detailed appendices, to allow members time to digest.
- Use exception reports for performance management.

4.12.1 It was highlighted during the workshops (as mentioned under forward work programmes) that there needs to be a manageable process to consider requests for reports. To allow the scrutiny committee to balance requests against the demands upon the work programme and allow time to focus on less issues and in more depth.

4.12.2 A prioritisation matrix can help scrutiny committees decide which requests should be added to the work programme. This method is already used by some local authorities across Wales and can help to determine which are the most important issues. The process involves the Member defining what the issue is, what action has been taken already, and the reason for the request. The request should also include what expectation there is upon scrutiny.

4.12.3 The request is then scored against a matrix of key issues, such as risk, performance, budget, corporate priority, previous reports, strategic, public interest etc. The scrutiny committee would then decide if the request is should be added to the work programme when judged against other priorities.

4.12.4 When the scrutiny committee is considering requests from Members, the public and stakeholders, the request should include details of the request, reasons and what action has been taken to date. The scrutiny committee would then consider if it is appropriate to add the item to the work programme and what impact and outcome could be achieved. This would need to be considered alongside competing priorities to ensure agendas are not overloaded.

4.12.5 There should be provision that if a request is not added to the work programme that the issue is dealt with through other means and the scrutiny committee should seek satisfaction that an officer will contact the Member.

4.12.6 The minutes of committees, such as Audit and Standards committee should highlight as an action point when reports have been referred to scrutiny for consideration.

4.12.7 The format and content of reports to scrutiny committee was a common theme across all workshop groups, with a number of suggestions for improvement. The main areas for improvement could be managed with the existing report structure, such as highlighting the main issues in the summary section and focussing performance on an exception-reporting basis.

- 4.12.8 Other changes would require changes to the current format, such as moving the recommendations to the front page, this would not impact on officer time and could be achieved relatively easily. However introducing a short summary report would involve additional workload for officers and would need to be investigated further to determine if the resources are available to produce these reports.
- 4.12.9 The final suggestion was to circulate larger detailed reports earlier, or make them available earlier. This would depend on the nature of the report and at what point the report is available prior to the meeting.

Task and Finish Groups and Scrutiny Support

- 4.13 The workshops groups suggested the following:
- Develop strategy for managing and supporting task and finish groups – maximum numbers, resources etc.
 - Agree support arrangements for scrutiny going forward.
- 4.13.1 The general consensus amongst all workshop participants was that task and finish group work is an effective means of scrutinising topics in depth and developing Members understanding of issues. There was some concern that any reduction in resources for scrutiny will impact upon the support for task and finish group work and for developing the use of external witnesses at scrutiny committee meetings.
- 4.13.2 In order to ensure that task and finish groups can continue it is proposed that a limit is set on the number that will be established per scrutiny committee and a maximum of two that can run at the same time. In addition a protocol is developed on how they will be managed and supported in future.

Cabinet Members & Scrutiny Members Role & Skills

- 4.14 The workshops groups suggested:
- Training for Cabinet Members on their role and interaction with scrutiny.
 - Questioning skills – mandatory training for scrutiny skills.
 - Each scrutiny committee to have training delivered together and include Cabinet members, Directors and Heads of services.
 - Carry out a Members' skills and interests audit following local government election, and appoint to scrutiny according to interest and skills.
 - Carry out peer review after scrutiny review changes have settled in.
- 4.14.1 Cabinet Members attend and contribute to scrutiny by giving a verbal statement at scrutiny meetings outlining their recent activities and the strategic direction of their portfolio, which are then open to questions. The feedback from the workshops suggested that Cabinet Members needed to play a more active role at scrutiny committee meetings and be more accountable for policy direction. Members asked that the Cabinet Member(s) written statement is sent in advance of the meeting to all scrutiny committee members with copies available at the meeting.
- 4.14.2 There are options available to increase Cabinet Members participation, through specific scrutiny training courses or Cabinet Members may find peer observation useful by visiting other local authorities to observe Cabinet Members at scrutiny committees. The Senior Councillor Development Programme commenced on 15th July 2015 for those Members who hold or aspire to Senior Office and wish to develop their leadership practice.
- 4.14.3 The workshops identified a number of issues in respect of Scrutiny Members role and skills and there has already been significant investment in developing scrutiny skills and knowledge. The Scrutiny Improvement Action Plan resulted in training for a large proportion of scrutiny

members in questioning & listening skills, chairing skills and the purpose of pre-meetings. This could be built upon further by offering training to the scrutiny committee as a whole, and include Officer and Cabinet Members, to focus on the role and purpose of scrutiny. Once the training has been carried out an internal peer observation and self-evaluation could be carried out between scrutiny committees to give feedback on the impact of the training.

Meeting Organisation & Scrutiny Chairs

4.15 The workshops groups suggested that:

- Pre-meetings review, days and times – consider if each scrutiny committee should determine its own arrangements for pre-meetings.
- Further training on making the most out of pre-meetings.
- Challenge Members who are late for pre-meetings or do not attend – through political groups.
- Training Chairs and review periodically their performance to ensure consistency.
- Training to improve chairing skills and better pre-meeting organisation.
- Chair to monitor and challenge attendance of scrutiny committee members.
- Appointment of Chairs – review current procedure.

4.15.1 The majority of Members who took part in the workshops expressed satisfaction that scrutiny committee pre-meetings were working well, helping to organise questions and providing a challenge. However a minority did not feel they were working effectively and there was some dissatisfaction that some Members were not attending pre-meetings.

4.15.2 There is a need to develop further training on the purpose of pre-meetings particularly on how to get the best out of them. When pre-meetings were originally introduced, Council decided that they would all be held at 5pm followed by the scrutiny meeting at 5:30pm. Some Members have commented that this has resulted in meetings finishing later, although analysis of meetings held during 2015 showed that meetings averaged 2 hours in length. The following table outlines the average number of meetings and duration during 2014:

Scrutiny Committee	Number of meetings	Average Time per meeting
Crime and Disorder	2	1.45
Education for Life	9	2.20
Health Social Care & Wellbeing	9	1.15
Policy and Resources	13	2:15
Regeneration & Environment	13	2.10

4.15.3 There is an argument for allowing each scrutiny committee to determine its own arrangements for a pre-meeting within certain parameters. This would give some flexibility to the individual scrutiny committees' circumstances and membership.

4.15.4 This could be decided at the first scrutiny meeting following the Annual General Meeting, the scrutiny committee could decide what time and day it wishes to hold its pre-meeting and for how long (with a set minimum time). This could be decided by a majority vote and then would apply until the first meeting following the next AGM. Then if the majority decide to hold the pre-meeting at 4:30pm, the formal meeting time could return to 5pm. There may be some scrutiny committees that decide they want to hold their pre-meetings on a different day, thereby giving them more time to prepare for the meeting.

4.15.5 Democratic Services Committee have asked that staff trial monitoring members attendance at pre-meeting, not for publication but to give the Chair information to challenge members should their attendance be poor.

- 4.15.6 There was some feedback which suggested that Chairs needed to ensure they were consistent in their management of pre - meetings and formal meetings, challenging Members performance and attendance. Training has been suggested for the whole scrutiny committee and the role of the chair could form part of this training. As stated above a Senior Councillor Development Programme has already started for those Members who hold or aspire to Senior Office and wish to develop their leadership practice.
- 4.15.7 There were some minority comments regarding the appointment of chairs in one workshop group, but this was not reflected across any other groups. Therefore it is not proposed to suggest any changes to the present system.

External scrutiny

4.16 The workshops groups suggested:

- Explore possibility to set up Joint Scrutiny Committees for strategic overview of public sector organisations.

4.16.1 Local authorities have the power under the Local Government (Wales) Measure 2011 to set up joint scrutiny committees with other local authorities. The Welsh Government (WG) White Paper, Devolution, Democracy and Delivery – Reforming Local Government: Power to Local People commented on the limited uptake of the power to set up joint scrutiny committees where regional services have been commissioned.

4.16.2 Public sector bodies such as Health Boards are expected to consult with local authorities, which can be burdensome to organisations such as Aneurin Bevan University Health Board. For example ABUHB are co-terminus with 5 local authorities so can attend 5 meetings to present the same information, such as their Annual Performance Evaluation.

Scrutiny Leadership Group

4.17 Scrutiny Leadership Group was set up as part of the changes made under the Scrutiny Improvements Action Plan and the terms of reference and membership of this group were agreed by Council in October 2008. It is suggested that it may be appropriate to review the terms of reference and membership of SLG to take into account any changes to scrutiny that are agreed in this report.

5. EQUALITIES IMPLICATIONS

- 5.1 The Council's committee report template includes Section 5: Equalities Implications as a standard heading in order to allow Councillors the opportunity to see relevant Equalities related information as part of their scrutiny and decision-making roles.
- 5.2 The Council, through the Equalities and Welsh language team, also provides support on these issues to elected members through briefing papers, annual reports and member awareness sessions.
- 5.3 The Council also ensures that all Councillors are fully consulted about changes so that any individual requirements can be met wherever possible. The Council has also been working with the Diversity in Democracy Group which is chaired by the WLGA.

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 The Project Group has developed its recommendations based on the issues raised by both Members and Officers and considers that these recommendations will address the issues raised by Wales Audit Office. The recommendations to Council are as follows:

9.2. That a limit of no more than 4 items is placed scrutiny agendas.

9.3 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.

9.4 Cabinet and scrutiny forward work programmes to include brief narrative on key issues to be covered in the Reports.

9.5 Scrutiny committees will discuss their forward work programmes at each meeting.

9.6 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 or whether they will be kept as information for all Members.

9.7 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.

9.8 An 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.

9.9 Information items are removed from scrutiny agendas and instead are placed on the Members' portal in consultation with Democratic Services Committee.

9.10 A prioritisation matrix is developed for requests for reports from Members and the public.

9.11 Comments from the workshops about report content and responses to services requests or requests for information 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.

9.12 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.

9.13 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.

- 9.14 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 in writing and 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.
- 9.15 Good practice for pre-meetings is shared amongst Scrutiny Leadership Group including peer observations.
- 9.16 Minutes of joint committees and other information about relevant outside bodies will be placed on the Members' portal.
- 9.17 Hold a dedicated performance management meeting for each scrutiny committee once per annum.
- 9.18 The protocol for External Audit, Inspection & Regulatory Bodies interface with scrutiny to be presented to Council to consider for adoption once it is completed.
- 9.19 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.
- 9.20 Carry out a self-evaluation of scrutiny arrangements within 12 months of changes being agreed.
- 9.21 Allow the Monitoring Officer to amend the constitution in line with the above recommendations.

10. REASONS FOR THE RECOMMENDATIONS

- 10.1 In order to respond to the recommendations in the follow up of the special inspection and reports in the public interest.

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 Research Officer
 Consultees: Chris Burns, Interim Chief Executive
 Christina HARRY Corporate Director Education and Community Services
 Nicole Scammell Acting Director of Corporate Services and Section 151 Officer
 Dave Street, Corporate Director Social Services
 Gail Williams Interim Monitoring Officer and Head of Legal Services
 Angharad Price Interim Head of Democratic Services and Deputy Monitoring Officer
 Councillor Christine Forehead Cabinet Member HR, Governance and Business
 Councillor Colin Mann Chair of Democratic Services Committee
 Councillor Hefin David Chair of Scrutiny Leadership Group

Background Papers:

- Democratic Services Committee 17th March 2015 – Scrutiny Developments
- Wales Audit Office Report – Follow up Inspection and Reports in the Public Interest January 2015
- Scrutiny Leadership Group 29th October 2014 – Scrutiny Improvement Action Plan Update

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DEMOCRATIC SERVICES COMMITTEE - 16TH SEPTEMBER 2015

SUBJECT: UPDATE MEMBER TRAINING AND SUPPORT PROGRAMME

REPORT BY: ACTING DIRECTOR CORPORATE SERVICES AND SECTION 151 OFFICER

1. PURPOSE OF REPORT

- 1.1 To provide Members with an update on the Member Training and Support Programme to further strengthen the Council's corporate governance through the implementation of a range of Members' training and support sessions.

2. SUMMARY

- 2.1 On the 22nd April 2014 Council agreed a detailed programme of Members support and development training opportunities. This report will update Members on the progress of the training and support programme arrangements, the Requested Training Programme based on the outcome of the Training Needs Analysis (previously reported to the Democratic Services Committee) and the introduction of the new Senior Councillor Development Programme.

3. LINKS TO STRATEGY

- 3.1 The report assists in the implementation of the Council's corporate governance framework the implementation of the Council's Governance Improvement Action Plan.

4. THE REPORT

- 4.1 The Council has long since recognised the importance of supporting Members' many and varied roles with a programme of targeted training and development. Indeed, the Council was the first in Wales to be awarded the WLGA's Wales Charter for Member Support and Development in 2007.

The Training and Development Programme

- 4.2 On the 22nd April 2014 Council agreed a detailed programme of Members support and development training opportunities.
- 4.3 Based on the recommendations contained in that report, a framework of training and development for a full Council term (4 years) has been mapped and scheduled to follow three distinct categories namely Mandatory Training, Recommended Training and Requested Training.
- a. Mandatory Training – Certain training associated with Members' statutory responsibilities, regulatory committee membership and committees with personnel functions to ensure all councillors have the necessary knowledge to enable them to

operate within the Council's Code of Conduct, have an understanding of the Council's constitution, undertake common essential duties and, where appropriate, discharge regulatory or personnel committee functions.

- b. Recommended Training – This type of training is considered as important whilst recognising that Members have different levels of experience and knowledge of the councillor role. The amount of training commitment required will depend on individual Members specific committee roles.
- c. Requested Training – This type of training would be identified by individual Members as part of the councillor training needs analysis undertaken every 2 years. It is similar to Recommended Training in being considered helpful but not compulsory.

- 4.4 In 2014 the first of the recommended training options was initiated and a series of Annual Refresher Training sessions were introduced following the Annual General Meeting of Council that year.
- 4.5 Each Committee, Sub Committee and Panel has received a 30 minute Officer led, refresher training session prior to its scheduled meeting. These sessions updated Members on the terms of reference for that particular committee, provided updates on any relevant policies or legislation along with any decision making considerations and appeal processes that needed to be taken into account. Attendance levels at each of the individual sessions were good overall, ranging from 100% (Investigating and Disciplinary Committee) to 17% (SACRE) being the lowest level of attendance achieved. With a 57% attendance rate achieved for the recommended training programme as a whole. Full attendance details for the individual committees and panels are outlined in Appendix 1 of the report.
- 4.6 The first full year of the development and support programme commenced in 2015, with a timetable of the different training courses was sent out to all Members in early January (Appendix 2). The mandatory element of the training programme ran from February to March 2015 and was well received by Members. To date there have been no referrals to the Standards Committee for repeated failure to attend mandatory training sessions.
- 4.7 A feedback questionnaire was circulated at each session and the responses received collated and analysed in order to gauge the success of the individual courses. With the completion of the mandatory training programme an overarching questionnaire was compiled and sent out to Members in order to establish their views of the programme as a whole and this process will be repeated once the recommended and requested training programmes have been completed and will also be reported back to the Democratic Services Committee. The feedback from the mandatory training questionnaire is attached in Appendix 3 of the report.
- 4.8 The requested training or Member Development and Support Programme 2015-17 as attached in Appendix 4, are based on the outcome of the Training Needs Analysis (TNA) and will commence in September 2015. This training programme is in direct response to the training needs that Members have themselves identified and for the first time will include e-learning options. These on-line training modules, facilitated by the All Wales Academy in conjunction with the WLGA, will enable Members to undertake training at their own pace and at a time that is convenient to them. Modules include Standards and Ethics, The Effective Ward Councillor and Facilitation and Conflict Resolution. Officers are also considering other alternative methods of delivering training, such as the recording or webcasting of training sessions.
- 4.9 In order to maximise attendance, minimise the demand on Members time, provide value for money and offer an enhance learning experience some modules offered in the TNA with similar subject themes have been redesigned or offered as an e-learning option e.g. Community Leadership and Engagement and Communication Influencing and Negotiating Skills have been re-envisioned as Negotiating and Influencing Skills, with the Community and Officers and is further complemented by the e-learning module Facilitation and Conflict Resolution. Members will also note that a module suggested by Members on Evidence Based

Decision Making has not been included in the programme document. Unfortunately we are at present unable to source a facilitator but we are continuing to look at different provider options and hope to be able to offer this session as an addition to the programme at a later date.

- 4.10 The Senior Councillor Development Programme (Appendix 5) will also commence in September 2015 for a period of six months. Working in partnership with the WLGA this cross party programme will give Councillors an opportunity to develop some of the key skills and knowledge required by Members in a senior position.

In order to maximise Members ability to attend, this training is being provided on Saturday mornings from 9.30am to 12.30pm. Modules include Strategic and Political Leadership, Finance, Performance and Improvement, Charing Skills and Public Speaking and are facilitated by a mix of external facilitators, the WLGA and Officers.

5. EQUALITIES IMPLICATIONS

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

6. FINANCIAL IMPLICATIONS

- 6.1 It is estimated that the Mandatory Induction Training will be delivered by officers and cost £1,000 per Council term. It is envisaged that the Mandatory Regulatory Committee Training will be provided by a mix of Officers and Specialist Trainers at an estimated cost of £5,000 per council term. The Mandatory Personnel Training will be provided by Officers. Officer led training will be provided as part of their existing duties.
- 6.2 The Recommended/Requested Training will be delivered by either Officers or Specialist Trainers. Officers can absorb the time required to develop and deliver the training as part of their existing duties and specialist trainers are estimated to cost £6,000 per Council term.
- 6.3 There are no costs associated with the e-learning modules piloted by the All Wales Academy.
- 6.4 The additional costs associated with training including the Requested/Senior Councillor training will be met from the Council's existing Members' budget provision.

7. PERSONNEL IMPLICATIONS

- 7.1 The administration of the programme means additional tasks for Democratic Services staff but these will be met through existing budgets.

8. CONSULTATIONS

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

9. RECOMMENDATIONS

- 9.1 That Members note the update on the Members Support and Development Programme arrangements and approve the Elected Member Development Programme 2015/17.

10. REASONS FOR THE RECOMMENDATIONS

- 10.1 To further strengthen the Council's corporate governance framework by providing additional support for Members.

11. STATUTORY POWER

11.1 Section 21 of the Local Government Act 2000.

Author: E. Sullivan - (Democratic Services Officer)

Consultees: G. Williams - (Interim Monitoring Officer and Head of Legal Services)
A. Price - (Interim Deputy Monitoring Officer and Head of Democratic Services)
C. Forbes-Thompson - (Scrutiny Research Officer)
Cllr C. Mann (Chair – Democratic Services Committee)
Cllr Mrs C. Forehead (Cabinet Member Human Resources and Governance/Business Manager)

Appendices:

Appendix 1 – Attendance Breakdown Annual Refresher Training Sessions 2014

Appendix 2 – Timetable of the 2015 Improving Governance Member Training and Support Programme

Appendix 3 – Mandatory Training Feedback Analysis

Appendix 4 – Requested Training Programme

Appendix 5 – Senior Councillor Development Programme

SUMMARY OF ANNUAL TRAINING REFRESHER SESSION ATTENDANCE 2014

Committee/Panel	Committee Membership	Attended Training	% Attendance Achieved
Planning	20	14	70%
Blackwood TCMG	5	4	80%
Regeneration & Environment	16	8	50%
Bargoed TCMG	7	5	71%
Caerphilly Homes Task Group	7	2	29%
Democratic Services Committee	16	11	69%
Scrutiny Leadership Group	12	8	67%
Bryn Compost	9	5	56%
Caerphilly TCMG	9	8	89%
Policy & Resources	16	10	63%
Education for Life	16	5	31%
SACRE	6	1	17%
Voluntary Sector Liaison Group	15	13	87%
Licensing	15	12	80%
Investigating & Disciplinary Committee	7	7	100%
Monmouthshire & Brecon Canal	14	6	43%
Health Social Care and Wellbeing	16	9	56%
Risca TCMG	6	2	33%
Ystrad Mynach TCMG	5	1	20%
Sustainable Development Advisory Panel	11	6	55%
Community Council Liaison Group	16	6	38%
Crime and Disorder	16	8	50%
Corporate Health & Safety	7	4	57%
Cabinet Rights of Way Committee	5	3	60%

Average Attendance Achieved For Programme		57%
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*The Audit Committee Received An Update On Risk Assessment Training Over 2 Sessions.

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MEMBERS SUPPORT AND DEVELOPMENT TIMETABLE FOR 2015 (YEAR 3)**MANDATORY COMMITTEE TRAINING - 2.5 Hr Training Session**

DATE	TIME	COURSE/COMMITTEE	FACILITATING OFFICER	MEMBERSHIP	ROOM
5th February 2015	5.00pm	Constitution	G. Williams	All Members	Chamber
9th February 2015	5.00pm	Planning	T. Stephens, J. Rogers, P. Elliott	Committee Only	Sirhowy
2nd March 2015	5.00pm	Information Governance	J. Jones	All Members	Chamber
16th March 2015	5.00pm	Licensing	M. McSherry, S. Ead & Z. Powells	Full Committee	Sirhowy
18th March 2015	5.00pm	Constitution (Session 2)	G. Williams	All Members	Chamber
13th April 2015	5.00pm	Pensions Compensation	G. Hardacre	Committee Only	
23rd April 2015	2.00pm	Cabinet Rights of Ways	A. Powell and P. Griffiths	Cabinet Members	Sirhowy
23rd March 2015	4.00pm	Appeals (4.00pm) and Appointments (5.00pm)	G. Hardacre	Committee Only	Sirhowy
30th March 2015	5.00pm	Audit	N. Scammell & R. Harris	Full Committee	Sirhowy

RECOMMENDED TRAINING CABINET MEMBERS, CHAIR & VICE CHAIRS AND SENIOR SALARY HOLDERS - 2 Hr Training Session

DATE	TIME	COURSE/COMMITTEE	FACILITATING OFFICER	MEMBERSHIP	ROOM
16th December 2014	10.00am	Charing Skills	WLGA - Torfaen Council	CMs, C & VCs & SSH	Torfaen
30th March 2015	2.00pm	Roles and Responsibilities of Cabinet Members	J. Jones	Cabinet Members	Sirhowy
30th November 2015	5.00pm	Performance Reviews	S. Titcombe	CMs, C & VCs & SSH	Sirhowy

***COMBINED 6 MONTHLY/ ANNUAL REFRESHER TRAINING & ANNUAL REFRESHER TRAINING SESSION - FOLLOWING THE AGM - 30 Minute Session Before Committee Meeting**

DATE	TIME	COMMITTEE	FACILITATING OFFICER	MEMBERSHIP	ROOM
*19th May 2015	4.30pm	Regeneration and Environment Scrutiny	C. Forbes-Thompson	Committee & Coopteers	Sirhowy
*27th May 2015	4.30pm	Democratic Services	C. Forbes-Thompson	Committee & Coopteers	Ebbw
*28th May 2015	4.30pm	Sustainable Development Advisory Panel	P. Cooke	Committee Only	Sirhowy
*2nd June 2015	4.30pm	Policy and Resources Scrutiny	C. Forbes-Thompson	Committee & Coopteers	Ebbw
*4th June 2015	4.30pm	Education for Life Scrutiny	C. Forbes-Thompson	Committee & Coopteers	Ebbw
*10th June 2015	9.30am	Audit	N. Scammell & R. Harris	Committee & Coopteers	Sirhowy
10th June 2015	4.00pm	Planning	T. Stephens & J. Rogers	Committee	Chamber
10th June 2015	1.30pm	SACRE	V. Thomas	Committee & Coopteers	Sirhowy
17th June 2015	9.30am	Voluntary Sector Liaison Committee	J. Dix	Committee & Coopteers	Sirhowy
*23rd June 2015	4.30pm	Health Social Care and Wellbeing Scrutiny Committee	C. Forbes-Thompson	Committee & Coopteers	Sirhowy
17th September 2015	4.00pm	Caerphilly Homes Task Group	P. Davy and S. Couzens	Committee & Coopteers	Sirhowy
3rd June 2015	3.30pm	Bargoed Town Centre Management Group	A. Highway	Committee & Coopteers	Sirhowy
5th June 2015	1.30pm	Blackwood Town Centre Management Group	A. Highway	Committee & Coopteers	Sirhowy
25th June 2015	4.30pm	Scrutiny Leadership Group	C. Forbes-Thompson	Committee & Coopteers	Ebbw
3rd September 2015	1.30pm	Bryn Compost Liaison Group	C. Edwards	Committee & Coopteers	Sirhowy
9th June 2015	1.30pm	Caerphilly Town Centre Management Group	A. Highway	Committee & Coopteers	Sirhowy
29th June 2015	9.30am	Corporate Health and Safety	D. Jones	Committee & Coopteers	Sirhowy
28th May 2015	4.30pm	Licensing Committee	M. McSherry, S. Ead & Z. Powells	Committee & Coopteers	Sirhowy
18th June 2015	9.30am	Monmouthshire & Brecon Canal	K. Kinsey & R. Davies	Committee & Coopteers	Sirhowy

30th June 2015	2.30pm	Risca Town Centre Management Group	A. Highway	Committee & Coopteers	Sirhowy
14th July 2015	1.30pm	Ystrad Mynach Town Centre Management Group	A. Highway	Committee & Coopteers	Sirhowy
25th November 2015	4.30pm	Grants to the Volunatry Sector Sub Committee	S. Harris	Committee & Coopteers	Sirhowy
TBA		Community Council Liaison Sub Committee	H. Morgan	Committee & Coopteers	Sirhowy
1st September 2015	4.30pm	Investigating and Disciplinary Committee	A. Price	Committee & Coopteers	Sirhowy
*10th September 2015	4.30pm	Crime and Disorder Scrutiny Committee	C. Forbes-Thompson	Committee & Coopteers	Sirhowy
TBA		Appeals Panel	G. Hardacre	Committee & Coopteers	Sirhowy
TBA		Appointments Committee	G. Hardacre	Committee & Coopteers	Sirhowy
22nd June 2015	9.30am	River Rhymney Task Group	H. Morgan	Committee & Coopteers	Sirhowy

RECOMMENDED COMMITTEE TRAINING - 6 MONTHLY UPDATE SESSION - 30 Minute Session Before Committee Meeting

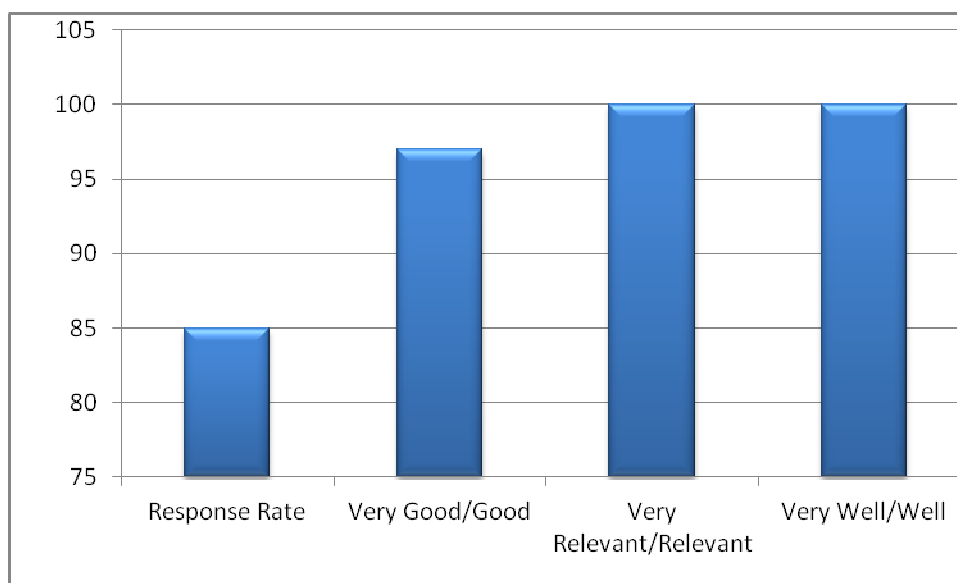
DATE	TIME	COMMITTEE	FACILITATING OFFICER	MEMBERSHIP	ROOM
9th September 2015	4.00pm	Planning Committee	T. Stephens	Committee	Chamber
10th September 2015	4.00pm	Crime and Disorder Scrutiny	C. Forbes Thompson	Committee & Coopteers	Sirhowy
20th October 2015	4.00pm	Health Social Care & Wellbeing Scrutiny	C. Forbes Thompson	Committee & Coopteers	Sirhowy
27th October 2015	4.00pm	Regeneration & Environment Scrutiny	C. Forbes Thompson	Committee & Coopteers	Sirhowy
3rd November 2015	4.00pm	Education For Life Scruitny	C. Forbes Thompson	Committee & Coopteers	Sirhowy
5th November 2015	4.00pm	Sustainable Development Committee	C. Forbes Thompson	Committee Only	Sirhowy
10th November 2015	4.00pm	Policy & Resources Scrutiny	C. Forbes Thompson	Committee & Coopteers	Sirhowy
2nd December 2015	4.00pm	Democratic Services	C. Forbes Thompson	Committee Only	Sirhowy
9th December 2015	9.30am	Audit	N. Scammell & R. Harris	Committee Only	Sirhowy

FEEDBACK ANALYSIS MANDATORY TRAINING PROGRAMME

Individual Courses Required Under Mandatory Programme

- | | |
|---------------------------|--|
| 1. Constitution | 6. Pensions Compensation Committee |
| 2. Planning | 7. Rights of Way Cabinet Sub Committee |
| 3. Information Governance | 8. Appeals Panel |
| 4. Licensing Committee | 9. Appointments Committee |
| 5. Audit Committee | 10. Investigating and Disciplinary Committee |

Analysis of the Individual Sessions



85% Return Response Rate for Individual Session Questionnaire

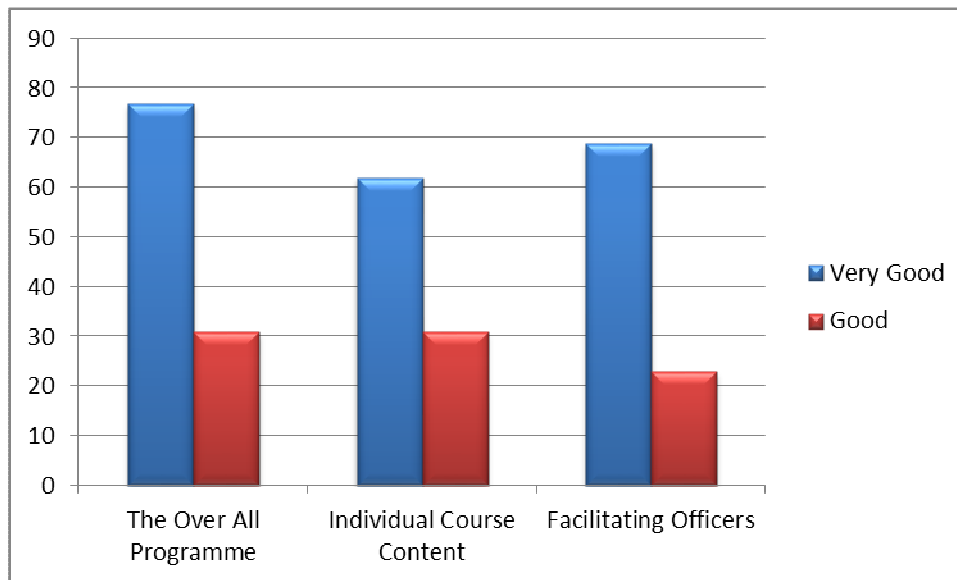
97% of Members identified the individual training sessions as either Very Good or Good

100% of Members found the individual training sessions to be either Very Relevant or Relevant to their Committee Role

100% of Members felt their training needs had been either Very Well or Well met.

Analysis of the Overall Mandatory Programme

When analysing which mandatory training events were attended by Members during the Programme it was noted that of the 10 sessions offered the majority of Members were required to attend an average of 2/3 session. However some Members (due to their Committee Membership and also by acting as Substitute Committee Members were required to attend 7 out of 10 sessions.



100% of Members that responded rated the Overall Mandatory Training Programme as either good or very good

100% of Members that responded rated the Individual Course Content as either good or very good

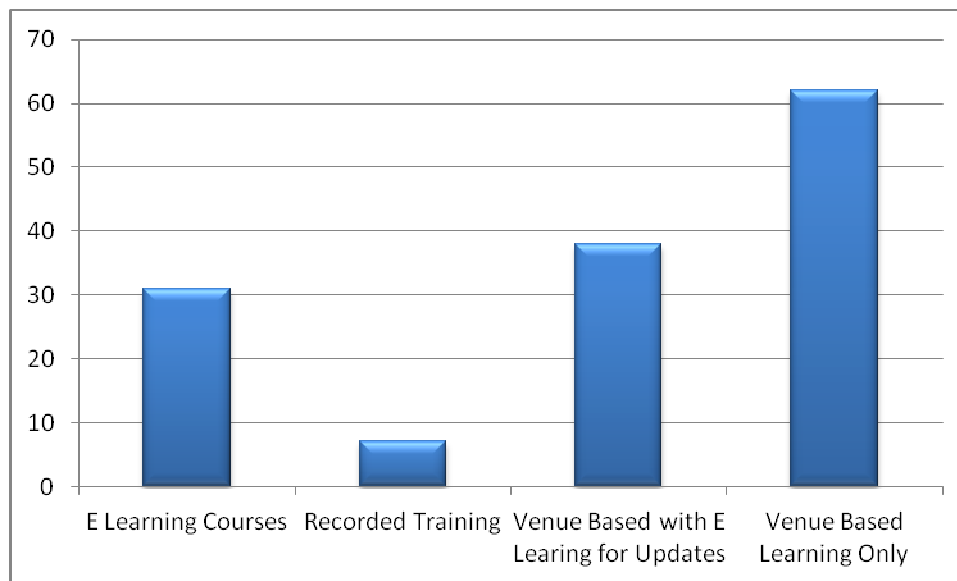
100% of Members that responded rated the Individual Facilitating Officers as either good or very good

Only 15% of Members that responded felt that too many committees had been included in the programme.

15% of Members that responded also felt that Scrutiny Committees should have been included in the programme.

When asked to express a preference with regard to the scheduling of the Mandatory Training Programme the majority of those responding (39%) preferred the programme to be run twice per Council term.

When asked to express a preference with regard to the timing of the Mandatory Training Programme the majority of those responding (69%) preferred a 1 hour session held before a scheduled meeting.



Members' opinion was also sought in relation to alternative methods of delivering training.

31% confirmed that they would be willing to consider e-learning courses

38% confirmed that they would prefer a combination of venue based training for the primary training sessions with e-learning made available for updates only.

The majority of Members (62%) continue to prefer traditional venue/tutor based training for their learning needs.

When asked to give additional feedback, Members comments included: -

“Agree the need for Mandatory Training Sessions”

“I have found all the training to be very good”

“Would prefer to receive Mandatory Training once per Council term followed by Annual Refresher Training”.

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Elected Member Development Programme 2015 – 2017



Foreword

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 2015 and 2017.

For the first time this programme will also offer e-learning modules through the All Wales Academy (awa.learningpool.com). Modules will be available from July 2015 onwards 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 Emma Sullivan on **01443 864420** or email: sullie@caerphilly.gov.uk or Jackie Davies on **01443 863019** or email: daviej3@caerphilly.gov.uk



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Effective Communications and the Changing Digital Landscape

Date of Training:



23rd September 2015 at 5.00pm
Sirhowy Room, Ty Penallta

Facilitator:



Stephen Pugh, Communications Manager

Brief:



The successful Councillor needs to be able to communicate effectively using a variety of media. This course will help Members better understand the new digital media landscape, consider how audiences receive their news and information in the 21st Century, discuss the pros and cons of using social media to communicate and engage with residents and how to 'future proof' effective communications.



Duration:

2 hours

Objectives:



The session aims to enable members to:

Better understand the new digital media landscape

How social media can be used to communicate and engage with residents

The pros and cons of using social media

Equalities and Diversity

Date of Training:



21st October 2015 at 5.00pm
Rhymney Room, Ty Penallta

Facilitator:



David Thomas, Senior Policy Officer

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:



3 hours

Objectives:



The session aims to enable members to:

Have an understanding of the policies and procedures in place for promoting equalities and diversity

Negotiating and Influencing Skills (With the Community and Officers)



Date of Training:

24th November 2015 at 5.00pm
Sirhowy Room, Ty Penallta



Facilitator:

Ian Bottrill, IDEA



Brief:

This training session will focus on the importance of negotiating and influencing in the work of Councillors, especially in these days of increasing community engagement and partnership working. It will be a very practical session with plenty of opportunity for participants to consider how they use influencing skills in their work and how they go about negotiating the best deal they can for constituents. It will most definitely not be a lecture. Some time will be spent considering the ways in which 'influence' differs from power and how on occasion it can be more effective in negotiations.



Duration:

3 hours



Objectives:

The session aims to enable members to:

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

Consider some 'role models' in terms of famous 'influencers'

Consider their preferred 'influencing style' and how they can use this most effectively

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

New Thinking in Performance Management

Date of Training:



- **1st February 2016 at 5.00pm**
Sirhowy Room, Ty Penallta

Facilitator:



Ros Roberts, Performance Manager

Brief:



Do you have access to a lot of data but feel you never really get to the heart of the story?

Do targets, comparisons and league tables really drive improvement?

Do plans bring real improvement or are they about control?

Do change initiatives actually change anything?

Does 'dress down Friday' really increase morale and improve productivity?

Is writing reports in place of action?

In short – is the current way of managing performance working?

W.E. Deming (1900-93) management thinker and author tells us that we, mankind invented the current management system so it is not fixed – we can change it. But what do we change it to? And how?

Duration:



3 hours

Objectives:



This short interactive session introduces you to a new way to understand performance. It can be thought provoking and will challenge why today's current performance management practice is not working as well as it should.

You will understand that change comes from studying the work, not through tools and projects and that the systems that are put in place, have the biggest effect on performance, not the people doing the work. It will also help you to know what the right questions are to ask and how you can take part in a better way to improve the performance of the organisation.

Public Speaking and Presenting to an Audience

Date of Training:



- **4th April 2016**
Sirhowy Room, Ty Penallta

Facilitator:



Melaine Doel

Brief:



Introduce new Members to the advantages of webcasting and how best to appear on screen and provide a refresher and update for existing Members on how to get their message across effectively. 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.

Duration:



3 hours

Objectives:



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

Ethics and Standards

Date of Training:



- **Module Available From: 27th July 2015**

Facilitator:



All Wales Academy

Brief:



This module will help Members understand the importance of the ethical framework and Code of Conduct. Over the course of the module you will cover the concept of ethical governance, declaring an interest, how the code is policed and what happens if you breach the code. A number of scenarios, case studies and questions will be used to check your understanding and links to further information and guidance will also be provided.

Duration:



To Suit the Learner

Objectives:



The session aims to enable members to understand the importance of ethical governance.

Effective Ward Councillors



Date of Training:

- **Module Available From: August 2015**

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. Throughout the module there will be examples from two Councillors that may help you to reflect on your situation.



Duration:

To Suit the Learner

Objectives:



The session aims to enable members to challenge current approaches to ward work.

Facilitation and Conflict Resolution

Date of Training:



- **Module Available From: 27th July 2015**

Facilitator:



All Wales Academy

Brief:



This module will provide you with an understanding of the principles behind facilitation and conflict resolution and the importance of this in the communities you serve. Helping some community groups finding mutually acceptable solutions may be a new experience for them and the challenge for you will be to get them to agree on common ground.

Duration:



To Suit the Learner

Objectives:



Through the course of this module you will see examples of different conflict situations that should help you determine the best approach for handling the conflict situations that you may face.

Chairing Meetings



Date of Training:

- Available from July 2015

Facilitator:



All Wales Academy

Brief:



A vital part of your role as a Councillor is the chairing of various types of meetings, from public meetings and partnership boards to formal council committees. Here you will lead some of the basic skills required for the task, as well as a selection of valuable tips to help you through potentially sticky moments.



Duration:

To suit the Learner

Objectives:



Using case studies at the Council of the virtual town of Pen-y-Cwm, this module will walk you through the process step-by-step, from the preparation you will need to undertake through running the meeting and then voting and drawing the meeting to a close.

MEMBER TRAINING AND DEVELOPMENT MODULES

	Subject	Facilitator	Date and Time	Venue
1	Effective Communications and the Changing Digital Landscape	Stephen Pugh	5:00pm – Wednesday 23rd September 2015	Sirhowy Room Penallta House
2	Equalities and Diversity	David Thomas	5:00pm – Wednesday 21st October 2015	Rhymney Room Penallta House
3	Negotiating and Influencing Skills (with the Community and Officers)	Ian Bottrill (IDEA)	5:00pm – Tuesday 24th November 2015	Sirhowy Room Penallta House
4	New Thinking In Performance Management	Ros Roberts	5.00pm - Monday 1st February 2016	Sirhowy Room Penallta House
5	Public Speaking and Presenting to an Audience	Melaine Doel	5:00pm – Monday 4th April 2016	Sirhowy Room Penallta House
6	Ethics and Standards	All Wales Academy	To Suit The Learner	awa.learningpool.com
7	Effective Ward Councillors	All Wales Academy	To Suit The Learner	awa.learningpool.com

8	Facilitation and Conflict Resolution	All Wales Academy	To Suit The Learner	awa.learningpool.com
9	Chairing Skills	All Wales Academy	To Suit The Learner	awa.learningpool.com

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SENIOR COUNCILLOR DEVELOPMENT PROGRAMME FOR CAERPHILLY COUNCILLORS

A Cross Party Programme For Members In Caerphilly Who Hold Or Aspire To Senior Office, To Enable Members To Develop Their Leadership Practice.

Aims

Councillors from all parties and positions will have an opportunity to develop some of the key skills and knowledge required by members in senior positions with a view to optimising performance and progressing within the council.

Structure

The programme will be delivered to cohorts of 15 councillors at a time (minimum numbers for the programme to be run is 10) at a time, over 6 months through a series of Saturday seminars and workshops, guided personal research and reflection, and observed practice. Participants will be expected to take responsibility for their own learning and undertake work between sessions. They will be supported by briefings and workshops from external facilitators outlining national expectations and good practice, and have opportunities to reflect on their own approaches in the light of these. The sessions which will be based at Ty Penallta, will be informal and interactive, delivered in plain language and provide plenty of opportunities for discussion and questions.

Programme Overview

Introduction To The Programme.

An explanation of the aims and structure of the programme and the style of delivery. An opportunity for the participants to express their needs for specific content and style within each theme. Also an opportunity for the sponsors to set out their expectations of the programme. It will also include guidance on how to make the most of the programme, including preparation and personal research. An outline of the support provided by Democratic Services and other Key Officers throughout the programme will also be provided.

Facilitators: Leader, Other Sponsors, Democratic Services and Sarah Titcombe WLGA.

Date and Time: Wednesday 15th July 2015 at 6.00pm – 7.30pm

Duration: 1.5 hours.

Part One

Briefing. Setting The Context: The national political landscape, Welsh Government expectations of Local Government and the associated challenges.

Facilitator: Daniel Hurford (WLGA).

Date and Time: Saturday 12th September 2015 at 9.30am – 1.30pm

Self-Study - Preparation for Part 2. Identify the main challenges of being a cabinet member, how would you approach the job?

Part Two

Workshop. Strategic And Political Leadership: – the effective Cabinet Member - role, relationships (officers and external stakeholders) challenges.

Facilitator: Ian Bottrill.

Date and Time: Saturday 17th October 2015 at 9.30am – 1.30pm

Self Study - Preparation for Part 3. Look at the medium term financial plan. Consider how it was developed, who was consulted? What would you have done differently?

Part Three

Workshop. Finance: Overview of the national financial situation, good practice in medium term financial planning and budget monitoring.

Facilitator: Jon Rae (WLGA)

Date and Time: Saturday 7th November 2015 at 9.30am – 1.30pm

Self study – Preparation for Part 4. Consider the Council’s improvement plan. How was this developed, how were the service improvement plans taken into account. Would you have chosen the same priorities for improvement?

Part Four

Workshop: Performance and Improvement. National requirements for improvement. How to contribute to the Council’s improvement plan and objective setting. The role of the Cabinet and Scrutiny in risk assessment, improvement and performance monitoring.

Facilitators: Daniel Hurford WLGA/Ros Roberts, Performance Manager.

Date and Time: Saturday 12th December 2015 at 9.30am – 1.30pm

Self study - Preparation for Part 5. Complete the Charing Module on the Wales e learning Academy

Part Five

Personal Skills 1: Charing Skills

Workshop. Good Practice And Challenges In Charing Managing Meetings Effectively.

Facilitators: Sarah Titcombe WLGA and Cath Forbes- Thompson, Scrutiny Research Officer .

Date and Time: Saturday 16th January 2016 at 9.30am – 1.30pm

Self study - Practice from part 5. Charing with observation and feedback - including observation of other chairs on LA Webcasts and observation of colleagues with feedback.

Part Six

Personal Skills 2: Public Speaking

Workshop. How To Speak Confidently And Effectively In A Variety Of Contexts Including Media Interviews.

Facilitator: Melanie Doel.

Date and Time: Saturday 6th February 2016 at 9.30am – 3.30pm (this full day session will include work on camera).

Self Study - Making a speech. Observation and feedback

Debrief

Addressing any loose ends identified by participants and further questions arising. Identifying any further development needs, programme evaluation and potential changes for roll out to next cohort.

Facilitator: Sarah Titcombe (WLGA)

Date and Time: Thursday 10th March 2016 at 6.00pm – 7.30pm

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DEMOCRATIC SERVICES COMMITTEE - 16TH SEPTEMBER 2015

SUBJECT: MEMBER ATTENDANCE RECORDING

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

1. PURPOSE OF REPORT

- 1.1 To report the outcome of the trial of recording members full attendance at meetings and attendance at pre-meetings.

2. SUMMARY

- 2.1 At the Democratic Services Committee meeting on 27th May 2015, members requested that Democratic Services Officers record when members arrive late to meetings or leave meetings early and attendance at pre-meetings.

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 At Democratic Services Committee meeting on 27th May 2015, concerns were raised about Members arriving late to meetings, leaving early, not attending pre-meetings and not giving apologies for meetings.
- 4.2 It was agreed that these would be recorded as a trial and the data reported back to the Democratic Services Committee. This report provides the details of the trial, which included full Council, Cabinet and Scrutiny Committee meetings.
- 4.3 An email was set to all members on 5th June 2015 confirming that this would be recorded from the full Council meeting on 9th June 2015.
- 4.4 The trial did not show large numbers of Members arriving late to meetings, leaving early, not attending pre-meetings and not giving apologies for meetings.
- 4.5 The results of the trial are as follows:
- No more than 3 Members per meeting arrived late or left early. If members arrived late or left early they usually give apologies/reasons for doing so publicly at the meeting.

- Most Members give apologies if they are unable to attend meetings.
- Some Scrutiny Committee Members do repeatedly not attend pre-meetings.

4.6 In order to formalise the arrangements and to ensure the accuracy of the minutes of all meetings it is recommended that if any member arriving late or wishing to leave early publicly gives apologies through the Chair, this will be formally recorded within the minutes as part of the meeting.

4.7 A review of Scrutiny arrangements is taking place, which will overlap with some of the content in this report in relation to pre-meetings; they are addressed in a separate report, which is also to be discussed on 16 September 2015. Attendance at pre-meetings for Scrutiny Committees, Democratic Services and Audit Committee can be easily recorded by a clipboard being passed around Members, in the same way as for attendance at the full meeting.

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 for 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 considers any recommendations from the Diversity in Democracy Group, which is chaired by the WLGA and considers equalities implications of those who may be looking to become Councillors.

6. FINANCIAL IMPLICATIONS

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

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 with effect from September 2015.

9.2 Members' attendance at pre-meetings is recorded and presented to each committee with the other Members attendance data every quarter.

9.3 Members arriving late or wishing to leave early from meetings state publicly through the Chair and that this is recorded formally in the minutes.

9.4 All Members are reminded to give apologies if they cannot attend meetings.

10. REASONS FOR THE RECOMMENDATIONS

10.1 To enable the efficient running of Council meetings.

11. STATUTORY POWER

11.1 The Local Government Act 2000.

11.2 Local Government (Wales) Measure 2011.

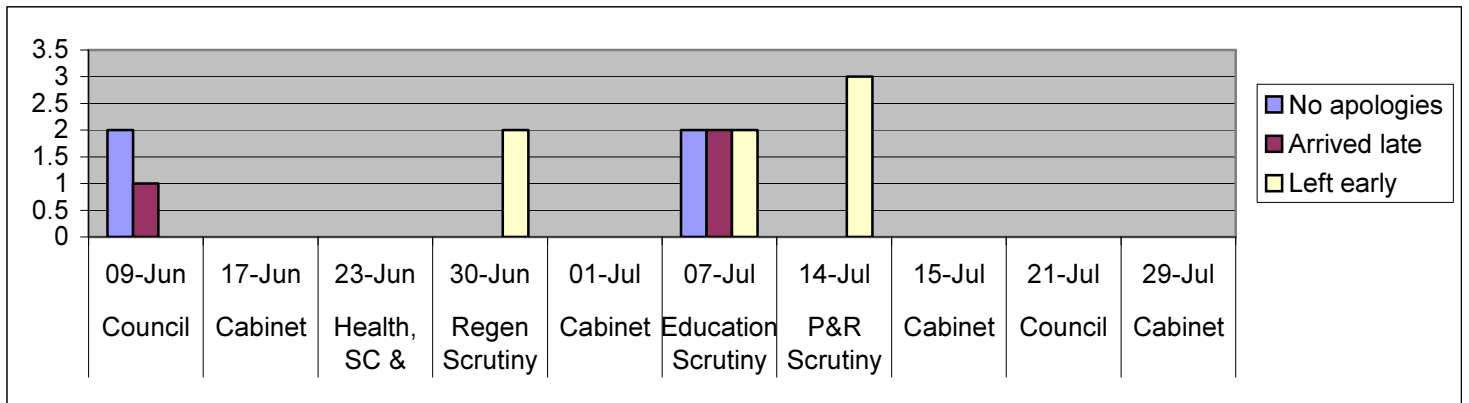
Author: A. Price (Interim Head of Democratic Services and Deputy Monitoring Officer)
Consultees: G. Williams (Interim Monitoring Officer and Head of Legal Services)
N. Scammell (Acting Director for Corporate Services and s151 Officer)
H. Morgan (Senior Committee Services Officer)
C. Forbes-Thompson (Scrutiny Research Officer)
Councillor C. Mann (Chairman Democratic Services Committee)
Councillor Mrs C. Forehead (Cabinet Member Human Resources and Governance/Business Manager)

Appendices:
Appendix 1 Member Attendance Recording Chart

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Appendix 1

Meeting	Date	No apologies	Arrived late	Left early
Council	09-Jun	2	1	0
Cabinet	17-Jun	0	0	0
Health, SC & WB	23-Jun	0	0	0
Regen Scrutiny	30-Jun	0	0	2
Cabinet	01-Jul	0	0	0
Education Scrutiny	07-Jul	2	2	2
P&R Scrutiny	14-Jul	0	0	3
Cabinet	15-Jul	0	0	0
Council	21-Jul	0	0	0
Cabinet	29-Jul	0	0	0



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DEMOCRATIC SERVICES COMMITTEE - 16TH SEPTEMBER 2015

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 provide the Democratic Services Committee with the results of a recent survey of members on the current method of distribution of committee papers and agendas and whether changes can be made to address/reduce printing costs.

2. SUMMARY

- 2.1 The budget heading for members printing was reduced as part of the 2014/15 budget proposals, however a reduction in the overall cost of printing has not been achieved. A questionnaire was circulated for Members' views on the subject and to gauge how best to address the issue of reducing printing costs.

3. LINKS TO STRATEGY

- 3.1 The Council's support to members is a statutory requirement under the Local Government (Wales) Measure 2011. Councillors who are summoned to attend meetings of the Authority are to be provided with a summons. Schedule 12, Paragraph 4 of the Local Government Act 1972 provides as follows:

"(b) A summons to attend the meeting... shall, subject to sub-paragraph (3) below, be left at or sent by post to the usual place of residence of every member of the Council."

- 3.2 Whilst the statutory provision refers to the Councillors having papers delivered to their home address, the Act does provide for an alternative:

"(3) If a member of a principal council gives notice in writing to the proper officer of the council that he desires summonses to attend meetings of the council to be sent to him at some address specified in the notice other than his place of residence, any summons addressed to him and left at or sent by post to that address shall be deemed sufficient service of the summons."

- 3.3 Delivery by electronic means is also acceptable under the legislation.

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 since 2012, over £115, 000 has been spent on Members printing services.
- 4.3 In 2012, over £34,000 was spent providing all members with Ipads, Laptops or Wyze machines and with providing a broadband connection to each Member's home. All newly elected members are also provided with IT equipment and a broadband connection as and when necessary.
- 4.4 On 27th February 2014, at full Council when considering the MTFP savings, Members agreed to a reduction of the budget identified for printing committee documents in the sum of £15,000. In order to achieve this saving target, the number of printed documents needed to be reduced by approximately 60%. This was to be achieved by reducing the number of hard copy Committee reports and agenda packs produced by limiting the circulation to Members of the relevant committee or working group, with additional copies of each committee agenda and reports etc being made available in the Members group rooms and library.
- 4.5 In addition a weekly email is sent to all Members, which includes the timetable of meetings and a link to the Council's intranet where copies of agendas and reports are published electronically.
- 4.6 During the past year, despite the implementation of the reduced circulation as set out above it was not possible to achieve the planned saving and in fact the Members printing budget was subsequently overspent by over £20,000. It is highly likely that, there will also be a similar overspend on this budget for the current financial year.
- 4.7 Whilst Members appreciate that savings must be made, it has proved to be difficult to find a practical solution. A questionnaire was circulated to all members seeking the views of members on how savings could be made with as little disruption to the services provided to members.
- 4.8 Of the 70 members contacted, only 39 completed and returned the questionnaire (54%), 3 members provided comments but did not return the questionnaire. The percentage of returns is disappointing, however some valuable comments and suggestions were made from those members who took part in the exercise.
- 4.9 Of the 39 Members who provided a response:
- 20 Members stated they would consider reading papers online rather than have printed copies.
 - 14 Members stated they would be prepared to bring their laptop/tablet to a meeting instead of having paper copies of reports. One Member would need time to get used to this.
 - 31 Members were prepared to retain/re-use copies of agendas that go to several committees e.g. Anti Poverty Strategy.
 - 16 Members would be interested in 'read aloud' software which would have the ability to read out reports.
 - 24 Members would be interested in an "app" which would allow the user to download papers to read offline.
 - 23 Members would be interested in software which would enable notes to be made on an online copy of a report
 - 26 Members would be prepared to ONLY receive copies of paperwork for committees they attend and read others online.
 - 23 Members stated they would be prepared to read printed copies of other reports in the members' library or group room.
- 4.10 A review of Scrutiny arrangements is taking place, which will overlap with some of the content this report. Some of the comments and suggestions made in the Printing Questionnaire are more relevant to the Scrutiny review and so will be addressed in a separate report, which is also to be discussed on 16 September 2015.

- 4.11 The general comments received were mixed and full details are shown in the Appendix to this report. Initially, a meeting has been held between Democratic Services Officers and IT Officers to discuss some of the IT issues. As a result of this meeting, it is proposed that a focus group of members is set up to discuss and trial some of the possible solutions to the issues mentioned below, such as improving the Members' portal, the introduction of software to make notes on pdf/online document packs and issues with equipment/training.
- 4.12 Due to the number of responses received it is difficult to get an exact picture of how Members are prepared to address the issue of reducing printing costs. As a starting point, it is recommended that the preferences and issues raised by Members who completed the questionnaire be dealt with initially on a trial basis and that those who indicated that they are willing to access reports online do so for 6 months before a report is brought back to Democratic Services. At Appendix 2, details are set out of other Local Authorities in Wales who use electronic systems or printed systems for sending out Agendas/Reports.
- 4.13 It has already been agreed that Heads of Service and officers below that level will no longer receive printed agenda packs so that the numbers of officers who receive printed committee papers will be reduced from September 2015.

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 for 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 considers any recommendations from the Diversity in Democracy Group, which is chaired by the WLGA and considers 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	Actuals	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
	115,253.50	91,899.00	- 23,354.50

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 with effect from September 2015:
- 9.2 The 14 Members who have indicated in the questionnaires that they would be prepared to receive agenda packs online and bring their Ipad/laptop to meetings will be removed from the printing list as a pilot for 6 months.
- 9.3 A focus group of Members is established to consider Members' IT issues. This group will work with officers to make recommendations for improvements based on the additional comments given in response to the questionnaires and will report back their findings to the Democratic Services Committee.
- 9.4 A further report is presented to Democratic services in 6 months time and until then the current system will continue (other than for the 14 Members mentioned at 9.2 above) so that only Members who have membership of a committee or working group will receive printed copies of agenda packs.
- 9.5 Additional copies of each committee agenda and reports etc will continue to be made available in the Members group rooms and library.
- 9.6 The weekly emails to all Members will continue and will include the timetable of meetings and a link to the Council's intranet where copies of agendas and reports are published electronically.
- 9.7 Any requests for further copies of agenda packs or reports will be made to the Interim Head of Democratic Services so that the number of requests can be monitored.

10. REASONS FOR THE RECOMMENDATIONS

- 10.1 To support Members in their role as Councillor and to achieve the required savings.

11. STATUTORY POWER

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

Author: A. Price (Interim Head of Democratic Services and Deputy Monitoring Officer)
Consultees: G. Williams (Interim Monitoring Officer and Head of Legal Services)
N. Scammell (Acting Director of Corporate Services)
J. Davies (Business Manager for Legal and Democratic Services)
H. Morgan (Senior Committee Services Officer)
C. Forbes-Thompson (Scrutiny Research Officer)
D. Roberts (Finance Officer, Corporate Services)
Councillor C. Mann (Chairman Democratic Services Committee)
Councillor Mrs C. Forehead (Cabinet Member Human Resources and Governance/Business Manager)

Appendices:
Appendix 1 Members comments
Appendix 2 Other Local Authorities systems

Appendix 1

Additional comments from Members who completed the printing questionnaires;

- Members' portal needs improving
- More IT training required
- Long periods looking at screens – headaches
- Lack of multiple screens to view multiple documents
- Laptops at meetings could be a distraction
- Happy with things as they are
- Wrong decision for all Members to have paper copies withdrawn. Potential for some Members to be on screen all day.
- Request for hard copies of all Scrutiny meetings plus Cabinet papers, with Planning, the front sheet with list of items would be sufficient.
- Prolonged reading of reports online could be a problem
- Need emergency mechanism in place to be able to print if required
- Support more IT usage but members who are not so IT literate must still be supported
- Continue with present arrangements, Papers for Committees on which a particular Member sits, online for everything else.
- Council IT very slow, both at home and in group room.
- Would like copies of all committee papers sent via email and will print off if hard copy required
- Happy to use PDF bundle to allow making of notes etc, or access to links to enable download.
- Problems with electronic meeting requests. Suggestion that when documents ready for distribution a meeting invite is also sent to all committee members electronically
- Can iPad print fully when hard copy required?
- Don't trust laptop – issues with performance reported to IT

Reliability and dependability of home computer system needs improving. Often faced with laptop not responding and at times it will not link in and is still very slow.

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Appendix 2

Details of some other Local Authorities printing process are as follows;

Merthyr Tydfil – Electronic Only

Denbighshire – Electronic Only – Printed copies specific request must be made

Pembrokeshire – Committee Membership only receive printed copies for meeting (no officers)

Vale of Glamorgan – Committee Membership only receive printed copies for meeting (no officers)

Cardiff – 50/75 Members use Ipads – so electronic only to them – 25 remaining printed only on request

Brecon Beacons National Park – Electronic Only

Anglesey – Electronic Only

Monmouthshire – Electronic Only

Bridgend – Committee Membership only receive printed copies for meeting (no officers)

Swansea – Mixture – electronic and printed - but operate an opt-out of print option that their Members have to sign up to.

Torfaen - Electronic Only – Printed copies specific request must be made

Monmouthshire - Electronic Only – Printed copies specific request must be made

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