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Am unrhyw ymholiad yn ymwneud â'r agenda hwn cysylltwch â Emma Sullivan
(Rhif Ffôn: 01443 864420 Ebst: sullie@caerphilly.gov.uk)

Dyddiad: Dydd Mercher, 18 Mai 2016

Annwyl Syr/Fadam,

Bydd cyfarfod **Pwyllgor Gwasanaethau Democraidaidd** yn cael ei gynnal yn **Ystafell Sirhywi, Tŷ Penallta, Tredomen, Ystrad Mynach** ar **Dydd Mercher, 25ain Mai, 2016** am **5.00 pm** i ystyried materion a gynhwysir yn yr agenda canlynol.

Yr eiddoch yn gywir,

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

Chris Burns
PRIF WEITHREDWR DROS DRO

A G E N D A

Tudalennau

- 1 I dderbyn ymddiheuriadau am absenoldeb.
- 2 Datganiadau Diddordeb.

Atgoffi'r Cynghorwyr a Swyddogion o'u cyfrifoldeb personol i ddatgan unrhyw fuddiannau personol a/neu niweidiol mewn perthynas ag unrhyw eitem o fusnes ar yr agenda hwn yn unol â Deddf Llywodraeth Leol 2000, Cyfansoddiad y Cyngor a'r Cod Ymddygiad ar gyfer Cynghorwyr a Swyddogion.

I gymeradwyo a llofnodi'r cofnodion canlynol: -

A greener place Man gwyrddach

Correspondence may be in any language or format | Gallwch ohebu mewn unrhyw iaith neu fformat



3	Cynhaliwyd y Pwyllgor Gwasanaethau Democrataidd ar 2il Mawrth 2016.	1 - 6
I dderbyn ac ystyried yr adroddiad(au) canlynol:-		
4	Adroddiadau Blynyddol i Wasanaethau Democrataidd.	7 - 12
5	Adroddiadau Blynyddol ar gyfer Aelodau Etholedig 2015-16.	13 - 14

Cylchrediad:

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

A Swyddogion Priodol



DEMOCRATIC SERVICES COMMITTEE

MINUTES OF THE MEETING HELD AT PENALLTA HOUSE, YSTRAD MYNACH
ON WEDNESDAY 2ND MARCH 2016 AT 5:00PM

PRESENT:

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

Councillors:

P.J. Bevan, D. Carter, H.W. David, W. David, Mrs P. Griffiths, Ms L. Jones, G. Kirby,
Mrs M.E. Sargent, Mrs E. Stenner and J. Taylor.

Together with:

G. Williams (Interim Head of Legal Services and Monitoring Officer), C. Forbes-Thompson
(Scrutiny Manager) and A. Dredge (Committee Services Officer).

1. APOLOGIES

Apologies for absence were received from Mrs C. Forehead, Ms J.G. Jones, Mrs G. Oliver
and Mrs D. Price.

2. DECLARATIONS OF INTEREST

Mrs C. Forbes-Thompson declared an interest during the course of the meeting, details of
which are recorded with the respective item.

3. MINUTES – 18TH NOVEMBER 2015

RESOLVED that subject to it being recorded that in relation to minute no. 5, the penultimate
paragraph should have included that a Member raised the issue of accessing emails via
personal devices, the minutes of the meeting held on the 18th November 2015 (minute nos. 1
– 5) be approved as a correct record and were signed by the Chair.

MATTERS ARISING

MINUTE NO. 4 – DRAFT INDEPENDENT REMUNERATION PANEL FOR WALES ANNUAL REPORT 2015/16.

Mrs C. Forbes-Thompson explained that in relation to Members accessing email via personal
devices, the I.T. Department have advised that this option will have risks attached in terms of
Security. The owners of the personal devices will be regarded as 'data controllers' and will
therefore be personally responsible for the information/data that can be accessed and should

the device be lost or stolen, significant fines could be issued by the Information Commissioner's Office.

The Chair asked Mrs Forbes-Thompson to email all Members confirming the advice received.

REPORTS OF OFFICERS

4. DESIGNATION OF INTERIM HEAD OF DEMOCRATIC SERVICES

Mrs C. Forbes-Thompson declared a personal and prejudicial interest in respect of this report and left the Committee meeting whilst the report was presented.

Mrs G. Williams (Interim Head of Legal Services) introduced the report and set out the proposals to designate an Interim Head of Democratic Services, prior to its recommendation to Council.

Members were advised that the Local Government (Wales) Measure 2011 contains provisions aimed at promoting participation and strengthening democratic processes within Local Government. As part of these reforms the Measure introduced a new statutory officer role of 'Head of Democratic Services'.

The Measure requires each Local Authority to designate an officer to the statutory post of Head of Democratic Services and provide that officer with sufficient support to discharge their responsibilities and Members were advised of the duties associated with this post. The Democratic Services Committee has responsibility for designating the post following advice from the Chief Executive.

It was explained that the Council's Deputy Monitoring Officer carries the statutory designation as Head of Democratic Services. However the substantive potholder has been appointed to the role of Interim Head of Legal Services and Monitoring Officer. As a result of these arrangements, the Democratic Services Committee at its meeting held on 28th May, 2014, confirmed the designation of the Interim Deputy Monitoring Officer as Head of Democratic Services. The Interim Officer has recently left the Authority and therefore it is necessary to make a new designation.

The Committee were advised that the Head of Democratic Services must not be the Council's Head of Paid Service, Monitoring Officer, or Chief Finance Officer, as these posts already carry a statutory officer designation. It was proposed therefore that the Council's Scrutiny Manager be designated as the Council's Interim Head of Democratic Services initially until 31st August, 2016, when the interim arrangements for the Head of Legal Services are due to be reviewed.

Clarification was sought in relation to the pay grade for the Head of Democratic Services and Members were informed that the salary will be subject to Job Evaluation and will be taken from the Legal Services budget. This post will not incorporate the Deputy Monitoring Officer role.

Having fully considered the contents of the report it was moved and seconded that the recommendations contained therein be approved and by a show of hands this was unanimously agreed.

RESOLVED that: -

- (i) Democratic Services Committee designate the Scrutiny Manager as the Interim Head of Democratic Services, on an interim basis, initially until 31st August, 2016.
- (ii) Democratic Services Committee recommend to Full Council the designation of the Scrutiny Manager as Interim Head of Democratic Services on an interim basis until

31st August 2016 and the Interim Head of Legal Services and Monitoring Officer is given delegated authority to make the appropriate amendments in the Council's constitution.

5. SCRUTINY REVIEW IMPLEMENTATION PLAN UPDATE

Mrs C. Forbes-Thompson updated the Democratic Services Committee with the progress made in respect of the Scrutiny Review Implementation Plan and the status of actions up to mid-February. She confirmed that the majority of the actions are either completed or ongoing and the aim is to ensure that all actions in respect of scrutiny committee meetings are completed by May 2016.

The recommendations of the Scrutiny Review that were agreed by Council on the 5th October 2015 were summarised.

Reference was made to the implementation plan that was appended to the report and it was explained that this was developed to ensure that changes to scrutiny were introduced in a logical order and the transition is as smooth as possible. This was reported to Audit Committee on 9th December 2015 in respect of the area for improvement in the Annual Governance Statement for 2014/15 that was set out in appendix 2 of the report.

Members were advised that from May 2016, Scrutiny Committees will be implementing the changes to agendas, whereby there will be a maximum of four items to be discussed and items which are listed for information or to be called forward for discussion will cease. It is planned that these reports will instead be placed on the Members Portal and Members will be notified when reports are updated.

Forward work programmes will be discussed at every Scrutiny Committee meeting. The committee will determine what items will be added to the work programme and this will be considered alongside the Cabinet work programme. Officers and the Cabinet Member will be available to provide further details and protocols have been drafted in order to facilitate this process.

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

- Forward work programmes
- Request for reports
- Members Portal

Clarification was sought in relation to emergency items being placed on the agenda and the Committee were informed that one of the original four items would have to be removed (with the lowest priority) to accommodate an emergency item. However, the Chair has the right to change an agenda, if considered necessary.

Having fully considered its content the Democratic Services Committee noted the progress made to date and supported the training proposals outlined in para 4.6 of the report.

6. WLGA CONSULTATION ON INDUCTION FOR NEW MEMBERS 2017

Mrs C. Forbes-Thompson provided the Committee with an overview of the WLGA and Lead Members and Officers Network's proposals for new and returning Councillor Induction in 2017 as part of the consultation process.

Members were advised that Local Authorities and the WLGA have traditionally worked

together to plan and support induction activities for new Members following local elections. Following discussions with Heads and Chairs of Democratic Services the WLGA are now seeking the views of Members responsible for Councillor Support and Development on possible ways forward. Reference was made to the draft induction programme, appended to the report that seeks the views of Democratic Services Committees as part of the consultation process.

It was explained that the WLGA proposal suggests that consideration be given to a combination of Mandatory and Recommended induction training targeted to specific Committee Members, Chairs plus 'All Councillor' modules

The Committee were informed of the Caerphilly Induction Activities Programme 2012 that included a combination of seminars, exhibitions, presentations and observation opportunities over a four week period, details of which were appended to the report.

Members discussed the Market Style Induction Days that could be offered and a concern was raised in relation to those Members who work, having to use leave to attend an induction day. It was proposed that sessions could be held late in the afternoon or before full Council and this was supported by the Committee.

A Member suggested the introduction of producing cards containing contact details for Heads of Service and other relevant contact numbers for new Members.

Another Member suggested the introduction of a Mentoring Service, where an experienced Member could share their experiences and knowledge and offering an opportunity for the new Member to 'shadow' whilst settling into to their role.

RESOLVED that the above comments are forwarded to the WLGA in response to the Induction for New Members in 2017 as part of the consultation process.

7. PRINTING COSTS FOR MEMBERS

Mrs C. Forbes-Thompson presented the report that updated the Committee in relation to the printing costs of committee papers and agendas, as a result of the changes implemented in 2015.

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

Reference was made to paragraph 6.2. of the report that sets out the cost of printing for the period April to December 2015 where the estimated costs projected to the end of the financial year would mean an overspend of £4,275.00. However, Members were informed that the estimated savings for this year in relation to postage (£5400), the Civic Office (£5000) and the training budget (£3700) could be used to offset the printing budget.

A Member queried the average cost per annum for printing for an individual Member and Mrs Forbes-Thompson stated this would be difficult to determine as a small percentage of Members request copies of all committee papers. Councillor Lisa Jones confirmed that she would be happy to receive her committee papers electronically.

Concerns were expressed in relation to remote access and difficulty in obtaining planning

documentation. Reference was made to the committee documents section on the Intranet and Members felt that the system is currently running slowly. The Chair advised the Committee that Members are also able to access committee documents including planning applications via the links that are included in the weekly email that is distributed with the timetable of future meetings.

Mrs Forbes-Thompson suggested that this issue could be revisited with the I.T. Focus Group and that an email can be sent to all Members to ascertain if there are general problems with I.T. systems or in relation to individual cases.

Having fully considered the contents of the report it was moved and seconded that the recommendations contained therein be approved and by a show of hands this was unanimously agreed.

RESOLVED that: -

- (i) the estimated savings set out in paragraph 6.2 of the report are used to offset the printing budget;
- (ii) Officers continue to monitor the position and present a further update report at the end of the financial year;
- (iii) the trial arrangements implemented in September 2015 continue and Officers continue to work with Members to encourage more 'paperless' working.

The meeting closed at 6.00 pm

Approved as a correct record subject to any amendments or corrections agreed and recorded in the minutes of the meeting held on 25th May 2016 there were signed by the Chair.

CHAIR

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DEMOCRATIC SERVICES COMMITTEE – 25TH MAY 2016

SUBJECT: ANNUAL REPORT FOR DEMOCRATIC SERVICES

REPORT BY: INTERIM HEAD OF DEMOCRATIC SERVICES

1. PURPOSE OF REPORT

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

2. SUMMARY

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

3. LINKS TO STRATEGY

- 3.1 The Local Government (Wales) Measure 2011 requires the Council to provide support to Members and for the Democratic Services Committee to monitor the support.

4. THE REPORT

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

Committee Services

- 4.2 There have been 222 committee meetings arranged between the annual meetings of Council in 2015 and 2016. This includes a number of special scrutiny meetings to consider the medium term financial plan. All meetings were properly advertised, agendas and minutes produced.
- 4.3 There have been 7 members' seminars, which included a wide range of issues, as follows:
- 20 mpg Zones - 15/4/15
 - Social Services Health Wellbeing Act – 15/6/15
 - Medium Term Financial Plan – 6/7/15, 7/9/15 and 14/1/16
 - Treasury Management – 13/10/15
 - Gypsy & Travellers and the Housing Act – 10/11/15

- 4.4 Committee services are currently implementing the requirements of the Welsh Language Standards in respect of public meetings. The standards require that all agendas for public meetings are published in Welsh and that Cabinet minutes are also available in Welsh.

Members Training and Development

- 4.5 A number of Member training and support sessions have also been held as part of the training and development programme (including mandatory training, annual refresher training, and recommended training and requested training). A full review covering the review of the programme will be presented to the Democratic Services Committee in September 2016.
- 4.6 During 2015/16 a Senior Councillor Training Programme was offered to those Members seeking further development of the key skills and knowledge required by Members in senior positions with a view to optimising performance and progressing within the council. The programme was available for up to 15 Members and required significant commitment over a 6 months period. The training was provided on a modular basis through a series of Saturday seminars and workshops, guided personal research and reflection, and observed practice. Participants were expected to take responsibility for their own learning.
- 4.7 The programme was completed by 8 Members who were awarded certificates, should the programme be run in future those members who were unable to complete the programme could ask to complete their missing modules in order to obtain their certificate.
- 4.8 The Democratic Services Officer has made a submission to the WLGA for the Good Practice Innovation Award in respect of the Senior Councillor Training Programme.

Scrutiny

- 4.9 Members of the Democratic Services team have provided support and advice to the Council's 4 Overview and Scrutiny Committee meetings in 2015/16, including several special scrutiny meetings to consider the Medium Term Financial Plan and a special Policy and Resources Scrutiny meeting to consider Bed and Breakfast Accommodation. The support and advice at Scrutiny committee meetings is provided by the Scrutiny Manager and Solicitors who attend all meetings.
- 4.10 The previous Annual Report informed Members that the Scrutiny Manager was instrumental in organising the Many Hands event in March 2015, which launched the joint scrutiny handbook that Caerphilly jointly produced. Since the launch the handbook has been published on the Centre for Public Scrutiny Website to share good practice. Subsequently a request was received from Essex County Council to attend their joint scrutiny event. The Scrutiny Manager, a scrutiny colleague and Cardiff Business School attended to share experiences on the Prosiect Gwyrdd Joint Scrutiny Panel.
- 4.11 During 2015/16 Health Social Care and Wellbeing Scrutiny Committee set up a task and finish group to consider Hospital Discharge. The review group has met on 4 occasions and agreed to delay their final meeting until spring 2016 in order to review the impact of the winter plan implemented by the Health Board, CCBC and Wales Ambulance Services Trust. On 29 March 2016 the Regeneration and Environment Scrutiny Committee agreed in to set up a task and finish group to consider the 'Operation and Management of Council Owned Car Parks'.
- 4.12 The Scrutiny Review 2015 was carried out in response to the Wales Audit Office report 'Follow-up of the Special Inspection and Reports in the Public Interest', dated January 2015. The outcome of the review resulted in 22 recommendation that were reported to Council in October 2015. The Scrutiny Manager has been implementing these recommendations since October 2015 and the main changes will take effect at scrutiny meetings from May 2016.

Civic Support

- 4.13 Members will be fully aware of the activities of the Civic Office as the Mayor gives regular updates at each full Council about the engagements attended. During the civic year for 2015-2016, the Mayor attended 316 engagements. Members of the Democratic Services team provided continuous support to the Mayor and Deputy Mayor in all of their duties including organising the Civic Service and Christmas concert.

Other Support

- 4.14 Democratic Services team have implemented and are operating the webcasting system for full Council meetings since January 2015. In order to webcast each Council meeting an additional member of staff will attend in order to operate the webcast system. The Democratic Services team monitor the number of meetings viewed both live and from archive. The following table shows the number of views up to March 2016.

Meeting	Date	Single IP address		Multiple visits by an IP address)	
		Live Viewers	Total Viewers (Live and Archive)	Live Views	Total Views (live and archive)
Council	10/3/15	10	166	23	451
Council	21/4/15	36	111	47	170
AGM	14/5/16	8	68	9	84
Council	9/6/15	4	63	7	132
Council	21/7/15	1	36	1	61
Special Council	29/9/15	5	51	5	78
Council	6/10/15	14	63	23	110
Special Council	28/10/15	6	64	12	98
Council	17/11/15	5	69	8	109
Council	26/01/16	6	34	12	54
Special Council	3/2/16	45	301	71	459
Special Council	24/2/16	34	105	43	182
Council	8/3/16	6	58	7	82
Totals		180	1189	268	2070

- 4.15 The Council was one of the only Councils in Wales to publish Annual Reports for all Members in 2013/14 and again in 2014/15. This was partly due to the support provided by the Democratic Services Team in preparing these reports and templates. The team are due to start assisting with the preparation of these for 2015/2016 shortly.
- 4.16 Democratic services team provide support to newly elected members, and during 2015/16 there were an unusually high number with 5 new members to support. The level of support provided varies according to individual needs. However the team will endeavour to ensure that those members who need individual support are able to speak to a member of staff when needed.
- 4.17 The Council had provided all Members who required it with broadband lines and IT equipment so that they are able to access online reports and Council email. Support is provided by IT Training Team and Members can request specific training during their PDR or during their annual review of their training needs. Should any Member have any specific requirements such as specialist software to access reports, Democratic Services Team will assist.

- 4.18 Members who have access to their own or council provided surface device (iPad) can also download the Modern.Gov application. This allows the user to select Caerphilly Council and other Modern.Gov users (up to a maximum of three) such as other local authorities or Welsh Government. The application allows users to select specific committees and download all papers whilst connected to the internet, these can then be used whilst offline to read, annotate, and highlight specific areas. Democratic Services Team can assist any Members who would like further information or advice on this service.
- 4.19 Members have made enquiries regarding 'bring your own device' (BYOD), to allow access to their council email etc. through their personal devices. Advice was received that Members would have to take personal responsibility for the information on their devices and would be considered as data controllers. If there was a subsequent breach of information, if a device was lost for example, this would require them to contact the Information Commissioner, with the risk of a potential fine of up to £500,000. In order to avoid this scenario and safely allow BYOD, the Council would have to invest in a Mobile Device Management (MDM) software system. This would require additional investment and project approval at a corporate level and could not be funded by Democratic Services.

Staff and Resources in Democratic Services

- 4.20 In March 2016, the Democratic Services Committee designated the Scrutiny Manager as the Interim Head of Democratic Services. The Interim Head of Democratic Services has overall responsibility and statutory duties under the Local Government (Wales) Measure 2011 and manages the Democratic Services team.
- 4.21 Each member of the Democratic Services Team provides specific support in the areas mentioned above. In particular, the Senior Committee Clerk coordinates all committee services and manages the 3.5 Committee clerks.
- 4.22 The Interim Head of Democratic Services also manages the scrutiny function and takes a key role in coordinating the FWP and deals with member/public requests as well as attending the scrutiny officers' network meetings. Further support is provided at scrutiny meetings by the wider Legal and Governance team and proposals are being considered to provide additional resource in this area.
- 4.23 The Interim Head of Democratic Services will take a key role in coordinating this support for members.

5. EQUALITIES IMPLICATIONS

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

6. FINANCIAL IMPLICATIONS

- 6.1 There are no direct implications from this report.

7. PERSONNEL IMPLICATIONS

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

8. CONSULTATIONS

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

9. RECOMMENDATIONS

- 9.1 It is recommended that Democratic Services Committee note the contents of the report and provide any comments about support for 2016/2017.

10. REASONS FOR THE RECOMMENDATIONS

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

11. STATUTORY POWER

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

Author: Catherine Forbes-Thompson Interim Head of Democratic Services
Consultees: Councillor Colin Mann Chair of Democratic Services Committee
Councillor Christine Forehead Cabinet Member for HR/Governance/Business
Manager
Nicole Scammell Acting Director of Corporate Services & Section 151 Officer
Gail Williams Interim Head of Legal & Governance /Monitoring Officer
Paul Lewis Interim Head of IT & Communications

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DEMOCRATIC SERVICES COMMITTEE – 25TH MAY 2016

SUBJECT: ANNUAL REPORTS FOR ELECTED MEMBERS 2015-16

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

1. PURPOSE OF REPORT

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

2. SUMMARY

- 2.1 This report updates Members on the continued support provided by the Democratic Services team in order to assist Members in producing an Annual Report.

3. LINKS TO STRATEGY

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

4. THE REPORT

- 4.1 The main purpose of the Annual Report is to inform members of the public of their local Councillors activities over the last 12 months. The Council is required to publish the 2015/16 Members Annual Reports by the 31st July 2016.
- 4.2 Last year all 70 (100%) eligible Members of Caerphilly County Borough Council published an Annual Report (3 newly elected members were not required to produce an Annual Report). Members are now required to complete a report of their activities and achievements for 2015-2016. Members are reminded that care should be taken not to include information which is incorrect, could be interpreted as opinion rather than fact or being critical of a third party and only activities undertaken between May 2015 and May 2016 should be included.
- 4.3 As Members will recall from previous years in order to assist in the completion of annual reports the information already held and published about members will be pre-populated into the standard report format. This will leave a single 'free text' box for Members to describe their main activities and achievements. Cabinet Members will have an additional text box to accommodate their portfolio activity. Members can submit this information in a variety of formats (verbally over the phone, handwritten, typewritten, emailed etc.) which will then be incorporated into the template by Democratic Services staff and returned to Members for final approval. Members are also welcome to schedule time with the Democratic Services Officer if they would prefer to receive one-to-one support. Templates will be sent out week commencing 23rd May 2016 for completion by the 1st July 2016.

4.4 Members Annual Reports from previous years are retained on the website and can be viewed via a link from the Members profile page this enables Members to demonstrate their continuing development, highlight any new projects, changes to committee or outside body membership and illustrate their progression within the elected member role.

5. EQUALITIES IMPLICATIONS

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

6. FINANCIAL IMPLICATIONS

6.1 There are no financial implications attached to this report.

7. PERSONNEL IMPLICATIONS

7.1 There are no personnel implications attached to this report.

8. CONSULTATIONS

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

9. RECOMMENDATIONS

9.1 Members note the update and the timeframe for the completion of the 2015/16 Annual Reports for Elected Members.

10. REASONS FOR THE RECOMMENDATIONS

10.1 So that Members are aware of the continued support provided to Members in the completion and publication of their Annual Reports and meet the requirements of the Local Government (Wales) Measure 2011.

11. STATUTORY POWER

11.1 Local Government (Wales) Measure 2011.

Author: E. Sullivan (Democratic Services Officer)
Consultees: C. Forbes-Thompson (Interim Head of Democratic Services)
G. Williams (Interim Head of Legal Services and Monitoring Officer)
Councillor C. Forehead (Cabinet Member for Human Resources and Governance)
Councillor C. Mann (Chair, Democratic Services Committee)