



## **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)