

# CITY AND COUNTY OF SWANSEA

## MINUTES OF THE DEMOCRATIC SERVICES COMMITTEE

HELD AT ON WEDNESDAY, 16 JULY 2014  
AT 5.00 PM

**PRESENT:** M H Jones (Chair)

<b>Councillor(s)</b>	<b>Councillor(s)</b>	<b>Councillor(s)</b>
R A Clay	N J Davies	L V Walton
A C S Colburn	D J Lewis	A S Lewis
A M Cook	K E Marsh	

Officers;

H Evans	-	Head of Democratic Services
T Meredith	-	Deputy Head of Legal, Democratic Services and Procurement
A Lowe	-	Councillor Support Officer
D Richards	-	ICT Consultant(Corporate Services)
S Collins	-	Democratic Services Officer

### **1 ELECTION OF VICE - CHAIR FOR THE 2014 - 2015 MUNICIPAL YEAR.**

Councillor N J Davies was appointed as the Vice Chair for the 2014-2015 Municipal Year.

### **2 APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors R Francis Davies and P M Meara.

Apologies were also received from Councillor C Richards, Citizen, Community Engagement and Democracy Cabinet Member / Councillor Support and Development Member Champion.

### **3 DISCLOSURES OF PERSONAL AND PREJUDICIAL INTEREST.**

The Deputy Head of Legal, Democratic Services and Procurement gave advice regarding any potential personal and prejudicial interests that Councillors / Officers may have on the agenda.

In accordance with the Code of Conduct adopted by the City and County of Swansea, the following interests were declared:-

Councillors R A Clay, A C S Colburn, A M Cook, N J Davies, M H Jones, A S Lewis, D J Lewis, K E Marsh and L V Walton declared a Personal Interest in Minute 5 "Councillor Consultation On City & County of Swansea Future ICT Services"; Minute 6 "Amendments to the Council Constitution and to the Councillors Handbook" and Minute 7 "Delivery of Agendas to Councillors".

4 **MINUTES.**

**RESOLVED** that the Minutes of the Democratic Services Committee meeting held on 2 April 2014 be approved as a correct record subject to apologies for absence being recorded for Councillor L V Walton.

5 **COUNCILLOR CONSULTATION ON CITY & COUNTY OF SWANSEA FUTURE ICT SERVICES.**

The ICT Consultant (Corporate Services) presented the report of the ICT Strategic Performance Manager.

The ICT Consultant stated that as a result of the termination of the ICT Capgemini contract in December 2015, all key users had been consulted with to determine their future ICT requirements.

The report provided an update to Councillors on the feedback received during consultation held during May 2014.

A discussion ensued regarding the summary of answers to the consultation exercise. Councillors' asked questions of the Officer who responded accordingly. He stated the response to consultations would help to mould and reform future services.

The Chair thanked the ICT Consultant for his detailed report.

**AGREED** that the report be noted.

6 **AMENDMENTS TO THE COUNCIL CONSTITUTION & TO THE COUNCILLORS HANDBOOK.**

The Head of Democratic Services submitted a report regarding amendments to the Council Constitution and to the Councillors Handbook.

Members discussed the recommendations listed in the appendices relating to;

- Family Absence for Councillors;
- Remote Attendance at Meetings;
- Lord Mayor and Deputy Lord Mayor Protocol.

**RESOLVED** that:

- 1) The report be amended as outlined by the Committee;
- 2) The report be recommended to Council for approval and adoption.

7 **DELIVERY OF AGENDAS TO COUNCILLORS.**

The Councillor Support Officer presented the report of the Head of Democratic Services, Delivery of Agendas to Councillors.

The report sort opinions on the Delivery of Agendas to Councillors in order to lower the cost of the weekly Courier Service.

Members discussed the options contained within the report.

The Head of Democratic Services submitted a report which sought opinions on the delivery of agendas to Councillors in order to lower the cost of the weekly Courier Service.

**RESOLVED** that:

- 1) The Democratic Services Committee recommend Option 2 to Council for approval;
- 2) The Head of Democratic provide a model Opt Out form for Councillors to utilise should they wish.

8 **UPDATE ON ANNUAL REPORTS.**

The Councillor Support Officer presented the report of The Head of Democratic Services.

The report provided an update in relation to the number and names of those Councillors that had submitted Annual Reports for 2013-2104 to the Head of Democratic Services.

To date those Councillors that have submitted Councillor Annual Reports for 2013-2014 are:

John C Bayliss	Fiona M Gordon	Keith E Marsh
Nicholas S Bradley	Joe A Hale	Penny M Matthews
June E Burtonshaw	Jane E C Harris	Hazel M Morris
Mark C Child	Terry J Hennegan	Byron G Owen
Bob A Clay	Chris A Holley	Jennifer A Raynor
Uta C Clay	Paxton R Hood-Williams	Ioan M Richard
David W Cole	Beverly Hopkins	Christine Richards
Ann M Cook	David Hopkins	Paulette B Smith
Sybil E Crouch	Lynda James	Robert V Smith

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Jan P Curtice	Andrew J Jones	Rob C Stewart
Nick J Davies	Jeff W Jones	Gloria J Tanner
A Mike Day	Mary H Jones	Mitchell Theaker
Phil Downing	Susan M Jones	Ceinwen Thomas
C Ryland Doyle	Erika T Kirchner	Des W W Thomas
V Mandy Evans	Andrea S Lewis	Mark Thomas
William Evans	David J Lewis	Linda J Tyler-Lloyd
E Wendy Fitzgerald	Clive E Lloyd	Lesley V Walton
Robert Francis-Davies	Paul Lloyd	T Mike White

Councillors expressed praise and gratitude to the Councillor Support Officer for her assistance provided to Councillors in completing the reports.

**RESOLVED** that the report be noted.

9 **WORKPLAN.**

**RESOLVED** that the following item be added for the workplan for the next meeting:

- 1) A discussion relating to the contents of the Local Government (Wales) Measure 2011 be placed as an agenda item for the next meeting of Committee, particularly the role and functions of the Head of Democratic Services; Democratic Services Committee and Scrutiny.

10 **DATE OF NEXT MEETING.**

The next meeting is scheduled for 5.00 p.m. on Wednesday, 3 September 2014.

The meeting ended at 6.20 pm

**CHAIR**