

CITY AND COUNTY OF SWANSEA

MINUTES OF THE DEMOCRATIC SERVICES COMMITTEE

HELD AT CABINET CONFERENCE ROOM, GUILDHALL ON
WEDNESDAY, 11 MARCH 2015 AT 5.00 PM

PRESENT: Councillor P M Meara (Chair) Presided

| Councillor(s) | Councillor(s) | Councillor(s) |
|----------------------|----------------------|----------------------|
| R A Clay | N J Davies | A S Lewis |
| A C S Colburn | J W Jones | K E Marsh |
| J P Curtice | E T Kirchner | L V Walton |

23 **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillor M H Jones.

24 **DISCLOSURES OF PERSONAL AND PREJUDICIAL INTERESTS.**

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

Officers

Huw Evans declared a Personal interest in Minute 26, "Devolution, Democracy and Delivery White Paper – Reforming Local Government: Power to Local People" in his capacity as Head of Democratic Services. He withdrew from the meeting prior to the discussions related to potentially making the Head of Democratic Services a Chief Officer role.

25 **MINUTES.**

RESOLVED that the minutes of the Democratic Services Committee held on 11 December 2015 be approved and signed as a correct record subject to Minute 20 "Local Government (Wales) Measure 2011 – Scrutiny Management" being amended to add that the Vice Chair of the Democratic Services Committee and the Vice Chair of the Scrutiny Programme Committee being added to those invited to the Quarterly Meetings.

26 **DEVOLUTION, DEMOCRACY AND DELIVERY WHITE PAPER - REFORMING LOCAL GOVERNMENT: POWER TO LOCAL PEOPLE.**

The Head of Democratic Services submitted a report which sought the views of the Democratic Services Committee on the Welsh Governments "Devolution, Democracy and Delivery White Paper – Reforming Local Government: Power to Local People" consultation document

The Committee considered and discussed only those matters listed in the Consultation Survey that had a direct impact on Councillors and Democratic Services.

The comments of the Democratic Services Committee will be recommended to Council prior to a final response being submitted.

RESOLVED that the responses of the Committee are recommended to Council prior to a final response being submitted to the Welsh Government.

27 **REVIEW OF COUNCILLORS HANDBOOK - SECTION C " PROTOCOLS".**

The Head of Democratic Services submitted a report which sought to continue the review of the Councillors Handbook. The Committee had previously reviewed Section A "Financial Information" but were now asked to review Section C "Protocols" of the Councillors Handbook.

RESOLVED that Section C3 – "How Councillors and Officers deal with Planning Applications" be amended to reflect the recent changes to the Planning Committee.

28 **INDEPENDENT REMUNERATION PANEL FOR WALES - ANNUAL REPORT FEBRUARY 2015.**

The Head of Democratic Services submitted a report which outlined the Independent Remuneration Panel for Wales had published its Annual Report of February 2015.

RESOLVED that the Annual Report be noted.

29 **COUNCILLORS TRAINING PROGRAMME 2014 - 2015.**

The Head of Democratic Services submitted a report which sought to review the Councillors Training Programme 2014-2015.

RESOLVED that

- 1). The Head of Democratic Services in conjunction with the Chair of the Democratic Services Committee prepare a new Training Needs Analysis (TNA) form to be circulated to Councillors post May 2015.
- 2). The Democratic Services Committee use the results of the Training Needs Analysis (TNA) in order to create a new Councillors Training Programme.

30 **WORKPLAN.**

The following Workplan items were noted:

- i) Councillors Training Programme;
- ii) Different Methods of Providing Councillor Training;

iii) Councillors Personal Development Reviews (PDR's).

31 **DATE AND TIME OF NEXT MEETING - WEDNESDAY 22 APRIL 2015 AT 5.00P.M.**

RESOLVED that the next meeting of the Democratic Services Committee be held on Wednesday, 22 April 2015 at 5.00 pm.

The meeting ended at 6.35 pm

CHAIR