

# **CITY AND COUNTY OF SWANSEA**

## **MINUTES OF THE DEMOCRATIC SERVICES COMMITTEE**

**HELD AT COMMITTEE ROOM 3A, GUILDHALL, SWANSEA ON  
TUESDAY, 28 JUNE 2016 AT 5.00 PM**

**PRESENT:** Councillor P M Black (Chair) Presided

**Councillor(s)**

A C S Colburn

J W Jones

K E Marsh

**Councillor(s)**

N J Davies

E T Kirchner

G Owens

**Councillor(s)**

J A Hale

D J Lewis

L V Walton

**Officer(s)**

Sarah Caulkin

Huw Evans

Jo Harley

Allison Lowe

Tracey Meredith

Head of Information & Business

Head of Democratic Services

ICT Strategic Performance Manager

Democratic Services Officer

Deputy Head of Legal & Democratic Services and  
Deputy Monitoring Officer

1 **ELECTION OF VICE CHAIR FOR THE MUNICIPAL YEAR 2016 - 2017.**

**RESOLVED** that Councillor N J Davies be elected Vice-Chair for the 2016-2017 Municipal Year.

2 **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors R A Clay and J P Curtice.

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

In accordance with the Code of Conduct adopted by the City & County of Swansea, no interests were declared.

4 **MINUTES.**

**RESOLVED** that the Minutes of the Democratic Services Committee held on 15 March 2016 be approved and signed as a correct record.

5 **COUNCILLORS ICT - MAY 2017 & BEYOND.**

Sarah Caulkin, Interim Chief Transformation Officer and Jo Harley, ICT Strategic Performance Manager provided a presentation outlining the Future Provision of ICT for Councillors from May 2017 onwards.

They outlined the current arrangements, Digital Strategy for Councillors, what currently works well, together with the known issues that had been identified.

The next steps would be:

- To attend all Political Group meetings to discuss future provision;
- Report back to the Democratic Services Committee on 27 September 2016 with recommendations;
- Recommendations be reported to Council and then Cabinet in December 2016;
- Roll out and training 2017;
- Digital strategy roll out for Councillors.

The Chair thanked the Officers for the informative presentation.

**RESOLVED** that the presentation be noted.

## 6 **COUNCILLORS - SELF SERVICE.**

The Head of Democratic Services reported on the Authority's intention to move Councillors to the ISIS Self Service package.

Councillor self-service would allow Councillors to view, amend and apply for things via ISIS. This would include:

- Payslips, P60's and P11d's;
- Changes to personal details (address, bank, etc.);
- Car Parking Permits;
- Mileage and Expenses Claims.

Training would be provided to all Councillors in order to manage this process of change.

In addition, he highly recommended that all Councillors under the age of 75 consider "opting in" to the Councillors Pension Scheme.

The Chair referred to the Modern.gov app and stated that he was using that app to read the agenda. He stated that he had been using the app for many years and suggested that it be widely rolled out to Councillors and the public. The Modern.gov app could lead to a reduction in printing. He also stated that he had asked the Scrutiny Manager to use Modern.gov as it was vital that they used the Authority's standard platform.

He concluded by asking the Head of Democratic Services to emphasise to the Scrutiny Manager the importance of using Modern.gov and also to offer an opt out of hard copy agendas to Councillors.

**RESOLVED** that:

- 1) The report be noted;

- 2) The Scrutiny Panels and other aspects of the Scrutiny process be added to the Modern.gov system;
- 3) The Head of Democratic Services contact all Councillors in order to try and encourage them to opt out of hard copies of agendas and to embrace the digital format of Modern.gov.

7 **WORKPLAN.**

**RESOLVED** that the Workplan for 2016-2017 be approved as follows:

27 September 2016	Councillors ICT – May 2017 and beyond
27 September 2016	Councillors Induction Programme 2017
20 December 2016	Councillors Induction Programme 2017

The meeting ended at 5.37 pm

**CHAIR**