

CITY AND COUNTY OF SWANSEA

NOTICE OF MEETING

You are invited to attend a Meeting of the

DEMOCRATIC SERVICES COMMITTEE

At: Committee Room 5, Guildhall, Swansea

On: Tuesday, 20 December 2016

Time: 5.00 pm

Chair: Councillor Peter Black

Membership:

Councillors: R A Clay, A C S Colburn, J P Curtice, N J Davies, J A Hale, J W Jones, E T Kirchner, D J Lewis, K E Marsh, G Owens and L V Walton

AGENDA

Page No.

- 1 **Apologies for Absence.**
- 2 **Disclosures of Personal and Prejudicial Interests.**
www.swansea.gov.uk/disclosuresofinterests
- 3 **Minutes.** 1 - 4
To approve and sign the Minutes of the previous meeting(s) as a correct record.
- 4 **Use of Modern.gov Software by Scrutiny Team.** 5 - 7
- 5 **Democratic Services Annual Report 2015-2016.** 8 - 16
- 6 **Workplan.**

Next Meeting: Tuesday, 28 March 2017 at 5.00 pm



Huw Evans
Head of Democratic Services
Tuesday, 13 December 2016

Contact: Democratic Services - (01792) 636923

CITY AND COUNTY OF SWANSEA

MINUTES OF THE DEMOCRATIC SERVICES COMMITTEE

HELD AT COMMITTEE ROOM 3A, GUILDHALL, SWANSEA ON
TUESDAY, 18 OCTOBER 2016 AT 5.00 PM

PRESENT: Councillor P M Black (Chair) Presided

Councillor(s)

A C S Colburn
E T Kirchner

Councillor(s)

N J Davies
K E Marsh

Councillor(s)

J A Hale
L V Walton

Officer(s)

Sarah Caulkin	Chief Transformation Officer
Huw Evans	Head of Democratic Services
Jo Harley	ICT Strategic Performance Manager
Allison Lowe	Democratic Services Officer
Tracey Meredith	Interim Head of Legal & Democratic Services and Monitoring Officer

8 **APOLOGIES FOR ABSENCE.**

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

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

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

Councillors P Black, A C S Colburn, N J Davies, J A Hale, E T Kirchner, K E Marsh and L V Walton declared a Personal Interest in Minute No. 12 "Independent Remuneration Panel for Wales (IRPW) Draft Annual Report 2017-2018 – Consultation" as all Councillors stand to benefit from the £100 Basic Salary increase proposed.

10 **MINUTES.**

RESOLVED that the minutes of the Democratic Services Committee held on 28 June 2016 be approved and signed as a correct record.

Matters Arising:

Minute 6 – Councillors Self Service

The Chair requested an update in relation to resolution 2 – The Scrutiny Panels and other aspects of the Scrutiny process be added to the Modern.gov software system.

The Head of Democratic Services responded that some discussions had taken place with the Scrutiny Manager however they were still utilising an alternative format for publishing the Scrutiny Inquiry Panel & Working Group meetings. It was noted however that Scrutiny Programme Committee was being published via the Modern.gov software and could be accessed via the "app".

RESOLVED that a report be presented to the next meeting of the Democratic Services Committee outlining when Scrutiny Inquiry Panels etc. would be linking up to the Authority purchased Modern.gov software as the Democratic Services Committee were keen to utilise one platform for all relevant agenda publications.

11 **COUNCILLORS' BROADBAND AND TELEPHONE, ICT AND MOBILE PHONE ALLOWANCES - MAY 2017 & BEYOND.**

The Head of Democratic Services, Chief Transformation Officer and ICT Strategic Performance Manager presented a report which sought to review the "Councillors ICT – May 2012 and Beyond" policy thereby ensuring that Councillors are provided with an ICT provision suited to their needs and is compliant with the determinations of the Independent Remuneration Panel for Wales (IRPW).

Discussions centred on the following topics:

- Advice and guidance in relation to various IT support packages available and compatible device information be provided in the Councillors Induction pack 2017. Seminars / training sessions also be provided in how to operate devices. This information be re-iterated throughout the 5 year term of office as a result of technology advances;
- The IT help desk would continue to assist Councillors with issues that related to Authority based software / network issues;
- Windows 10 had been installed on all agile working laptops, however windows 7 was still being utilised on Desktop computers.

RESOLVED that the Democratic Services Committee support the report and its recommendations and recommend its adoption to Cabinet as follows:

- 1) The report be forwarded to Council prior to Cabinet in order to obtain any additional comments from Councillors;
- 2) The current arrangements for Councillors to purchase their own ICT equipment be continued;
- 3) Access to Office 365 to enable cloud technology for more resilient, secure information sharing system, subject to successful pilot be noted;
- 4) The Councillors' ICT Allowance as outlined within the report be noted;
- 5) The Councillors' Broadband and Telephone Allowance as outlined within the report be noted;

- 6) The Councillors' Mobile Phone Allowance as outlined within the report be noted;
- 7) The section relating to Councillors' Self Service be noted.

12 **INDEPENDENT REMUNERATION PANEL FOR WALES (IRPW) DRAFT ANNUAL REPORT 2017-2018 - CONSULTATION.**

The Head of Democratic Services provided a report in order to obtain the views of the Democratic Services Committee relating to the Independent Remuneration Panel for Wales (IRPW) Draft Annual Report 2017-2018 and to comment on determinations made. The comments would form a report to Council followed by a formal reply to the IRPW by their deadline of 28 November 2016.

RESOLVED that the responses outlined in Appendix A be forwarded to Council subject to the following amendments/additions being made:

Determination 2:

- 1) The Authority remains concerned at the two levels of payments for Cabinet members and Committee Chairs created in February 2016. The Authority believes that a Leader of a Council would create a balanced Cabinet with collective responsibility. No Cabinet Member is more or less important to the decision making process. Whilst it may appear that some Portfolios are smaller than others, those with smaller budgets will face difficulties as a smaller budget could quite easily mean more drastic outcomes. Equally Council has created Committees with a balanced workload.
- 2) CCS notes that there is no change. No further comment.

Determination 8:

- 1) Further clarification is sought from the IRPW. Determination 8 seems to imply that subject to IRPW approval, Authorities would be allowed to exceed their Senior Salary Cap (currently 19 in Swansea) providing the total number of Senior Salaries cannot exceed 50% of the membership.
- 2) If this is the case then the Authority supports it.

Determination 43:

- 1) The Authority welcomes the Panel's change to use the term "reimbursement of costs of care" to replace **care allowance**, as a result of discussion with the WLGA leadership.
- 2) The Authority shares the IRPW's concerns that take up of the Care Allowance has been low and accepts that this is likely due to the sensitivity of the Allowance. The Authority therefore supports the IRPW proposal to amend "Annex 4: Publication of Remuneration - The Panel's Requirements" of the Annual Report.

This amendment would allow an Authority to either:

- a) Publish the details of the amounts reimbursed to named Members; or
- b) Publish the total amount reimbursed by the Authority during the year but not attributed to any named Member.

However, the Authority is concerned that without support from the Information Commissioners Office (ICO), the Freedom of Information (FOI) Act could render this amendment meaningless as the Act could be used as a legislative tool forcing an Authority to release the information. The Authority suggests that the IRPW liaise with the ICO in order to seek formal guidance on this issue prior to it becoming an issue for an Authority.

Section 11 – Sickness Absence for Senior Salary Holders

No determination:

The IRPW proposes to amend the Family Absence Regulations Framework to provide specific arrangements for Senior Salary Holders that are suffering long term sickness. The arrangements are set out within the IRPW Draft Annual Report.

The Authority welcomes the Panel's proposals.

13 **WORKPLAN.**

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

20 December 2016	Councillors Induction Programme 2017
20 December 2016	Modern.gov being rolled out for all Committee / Scrutiny meetings
28 March 2017	Independent Remuneration Panel for Wales 2017-2018 Annual Report – February 2017

The meeting ended at 5.49 pm

CHAIR

Report of the Head of Democratic Services & Overview and Scrutiny Manager

Democratic Services Committee – 20 December 2016

USE OF MODERN.GOV SOFTWARE BY SCRUTINY TEAM

Purpose:	The Democratic Services Committee requested a report outlining when the Scrutiny Team would commence using the Modern.gov software.
Policy Framework:	None.
Consultation:	Access to Services, Finance, Legal.
Recommendation(s):	It is recommended that: 1) The report be noted;
Report Author:	Huw Evans
Finance Officer:	Carl Billingsley
Legal Officer:	Tracey Meredith
Access to Services Officer:	Phil Couch

1. Introduction

1.1 At the Democratic Services Committee held on 18 October 2016, the Chair of the Committee requested that a report be presented to the December meeting outlining when the Scrutiny Team would commence using the Modern.gov software as the Democratic Services Committee were keen to utilise one platform for all relevant publications.

2. Benefits of Modern.gov Software

2.1 Modern.gov is the Authority's software solution for meeting management including placing agendas, reports and minutes online. It is an integrated package which aims to simplify websites for Councillors, Officers and the public.

2.2 The system is a comprehensive database of forward plans, agendas, minutes, and reports. The software creates electronic document packs as PDF files, including running page numbering, headers, restricted notices and watermarks. Both PDF and HTML links are available automatically for all documents published.

2.3 The system has comprehensive security allowing for all common types of information to be published fully secured, safeguarding sensitive documents. It also allows selective Intranet / Internet publishing.

2.4 The system also allows "free-text" searching via web on all content including scanned material.

- 2.5 Additionally, there is a Modern.gov application “App” which may be downloaded for Android, Apple and Windows devices. The App can be used to ensure that an individual always has the latest meeting papers for the Committees they are interested in. The App is primarily aimed at Councillors but is also available to anyone with an interest in having Committee papers on their device.
- 2.6 The App allows you to specify the Council and Committees of interest and will then automatically keep itself updated with all the latest meeting papers including the full agenda pack. Additionally, the App enables you to highlight sections of the agenda pack and make annotations just as you would with a paper copy. Document navigation is made quick and simple via bookmarking and intuitive controls.
- 2.7 Modern.gov software supports the management of citizen focused government and open decision-making, leading to accountability and inclusiveness.
- 2.8 The software also has an e-Petitions element which the Head of Democratic Services is currently exploring as to its future use.
- 2.9 A comprehensive meeting and event calendar is available, allowing users to drill down into full meeting information.

3. Scrutiny Current Practise

- 3.1 The Overview and Scrutiny Manager has created an informative website www.swansea.gov.uk/scrutiny which sets out the work of the Scrutiny Programme Committee and the Scrutiny Inquiry and Performance Panels. Additionally, it links to a blog that the Team regularly update.
- 3.2 The Scrutiny Team convert all of their documentation into PDF format and publish it on their website.

4. Switching Scrutiny to Modern.gov

- 4.1 The Democratic Services Team are the main users and administrators of the Modern.gov software system. In order for Scrutiny to fully embrace the change, a period of transition is required to allow adequate training.
- 4.2 The Scrutiny Team will be trained over the coming months, so that they are able to fully go live immediately following the Annual Meeting of Council in May 2017.
- 4.3 This approach compliments the Authority’s Digital Strategy.

5. Council of 24 November 2016

- 5.1 Council at its meeting on 24 November 2016 considered the “Councillors’ Broadband and Telephone, ICT and Mobile Phone Allowances – May 2017 and Beyond” report. During the debate on that item, an additional resolution was added stating that all Scrutiny agendas, reports etc. utilise the Modern.gov Software by May 2017.

6. Equality and Engagement Implications

- 6.1 An Equality Impact Assessment (EIA) screening process took place prior to the consultation period. The outcome indicated that it was low priority and a full report was not required.

7. Financial Implications

- 7.1 The proposals outlined in the report are contained within existing budgetary constraints.

8. Legal Implications

- 8.1 The proposals identified are in accordance with relevant legislation.

Background Papers: None.

Appendices: None.

Agenda Item 5

Report of the Head of Democratic Services

Democratic Services Committee – 20 December 2016

DEMOCRATIC SERVICES ANNUAL REPORT 19 MAY 2015 – 18 MAY 2016

Purpose:	To provide the Democratic Services Annual Report for the period 19 May 2015 to 18 May 2016. The report outlines the work of the Committee during that period.
Policy Framework:	None.
Consultation:	Access to Services, Finance, Legal.
FOR INFORMATION ONLY	
Report Author:	Huw Evans - Head of Democratic Services
Finance Officer:	Carl Billingsley
Legal Officer:	Tracey Meredith
Access to Services Officer:	Phil Couch

1. Introduction

- 1.1 The Local Government (Wales) Measure 2011 required each Principal Council to establish a Democratic Services Committee. The Annual Meeting of Council held on 24 May 2012 originally established the Democratic Services Committee.
- 1.2 Councillor P M Meara was appointed Chair of the Democratic Services Committee by Council on 6 January 2015.
- 1.3 The Democratic Services Committee is serviced by the Head of Democratic Services, Huw Evans.
- 1.4 The Democratic Services Annual Report is attached as **Appendix A**.

2. Format of Annual Report

- 2.1 Councillors are asked to comment on the style and format of the Annual Report informally to the Head of Democratic Services as he is keen to ensure that it becomes an informative, easy to read report.

3. Equality and Engagement Implications

- 3.1 An Equality Impact Assessment (EIA) screening process took place prior to the consultation period. The outcome indicated that it was low priority and a full report was not required.

4. Financial Implications

4.1 There are no financial implications associated with this report.

5. Legal Implications

5.1 There are no legal implications other than those set out in the body of the report.

Background Papers: None.

Appendices:

Appendix A	Democratic Services Annual Report 19 May 2015 – 18 May 2016
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**Democratic Services Annual Report
19 May 2015 – 18 May 2016**

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1	Foreword by the Chair of the Democratic Services Committee
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5	Democratic Services Committee - Terms of Reference
6	Activities of the Democratic Services Committee
7	Work Programme 2016-2017
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9	General Information

1. Foreword by the Chair of the Democratic Services Committee

- 1.1 As in previous years, the Democratic Services Committee has focussed its work mainly in the area of Councillor Training. The Committee is concerned that take up of training by Councillors is still relatively low, despite our use of a Learning Styles Analysis and a Training Needs Analysis, the formulation of a Councillors' Learning and Development Strategy and an extensive Councillors Training Programme.
- 1.2 Councillor Annual Reports are another area that the Committee has focussed its attention. It is pleasing to note the steady progress in the number of Councillors making use of the facility.
- 1.4 During the year, we examined how to make greater use of digital technology with an aim to assisting Councillors in their roles. This will play out as part of the Councillors Self-Serve from May 2017.
- 1.5 This has been a busy period for the Democratic Services Committee. I would like to extend my thanks and appreciation to the Committee for their time, dedication and support.
- 1.6 A number of officers have helped considerably with the work of the Committee. In particular, I would mention the Huw Evans, Head of Democratic Services, Allison Lowe, Democratic Services Officer and the Democratic Services Team.

Councillor Paul M Meara

Chair of Democratic Services Committee (until 18 May 2016)

2. Membership of the Democratic Services Committee

- 2.1 The membership of the Democratic Services Committee for the period 19 May 2015 – 18 May 2016:

Councillor	Councillor
Bob Clay	Andrea S Lewis (up to 10.03.16)
Anthony C S Colburn	David J Lewis
J P Curtice	Keith E Marsh
Nick J Davies (Vice Chair)	Paul M Meara (Chair)
J Hale (from 10.03.16)	Geraint Owens
Jeff W Jones	Lesley V Walton
Erika T Kirchner	

3. Dates of the Democratic Services Committee Meetings

- 3.1 The Democratic Services Committee met 4 times during this period.

16 June 2015	15 December 2015
16 October 2015	15 March 2016

4. Attendance Figures by the Members of the Democratic Services Committee

- 4.1 The attendance figures for each member of the Democratic Services Committee are set out below.

Councillor	Possible	Actual	Attendance by Percentage
B Clay	4	3	75%
A C S Colburn	4	4	100%
J P Curtice	4	2	50%
N J Davies	4	4	100%
J Hale	1	0	0%
J W Jones	4	4	100%
E T Kirchner	4	2	50%
A S Lewis	3	1	66%
D J Lewis	4	2	50%
K E Marsh	4	4	100%
P M Meara	4	4	100%
G Owens	4	0	0%
L V Walton	4	4	100%

5. Democratic Services Committee - Terms of Reference

The remit of the Democratic Services Committee is set out in **Section 11 of the Local Government (Wales) Measure 2011** and is to:

- 5.1 Exercise the function of the local authority under section 8(1)(a) Local Government (Wales) Measure 2011 (designation of Head of Democratic Services).
- 5.2 Review the adequacy of provision by the authority of staff, accommodation and other resources to discharge Democratic Services functions, including:
 - a) Achievement of the Welsh Local Government Association's (WLGA) Member Support and Development Charter;
 - b) Councillor Training;
 - c) Improvements and innovations such as electronic voting, web casting etc.
- 5.3 Make reports and recommendations to the authority in relation to such provision.
- 5.4 It is for a Democratic Services Committee to determine how to exercise those functions.
- 5.5 To determine whether or not the Councillors period of family absence should be cancelled in accordance with Regulation 34 of the Local Government (Wales) Measure 2011.
- 5.6 To determine whether or not to withhold a Councillor's Remuneration should they fail to return following a period of family absence on the date specified in the notice provided.

6. Activities of the Democratic Services Committee

- 6.1 During the municipal year 2015-2016 the Democratic Services Committee has undertaken a range of activities. The activities are listed below together with a brief synopsis of the work.

6.2 Councillor Training – Discussion with Standards Committee

- 6.2.1 Members of the Standards Committee were invited to meet with the Democratic Services Committee in order to assist in increasing attendance at Councillor Training Sessions.

6.2.2 The discussions resulted in the Committee agreeing to a number of recommendations including:

- Attendance reports be forward to relevant Political Group Leaders / Whips,
- Sessions be time-tabled for both daytime and evening sessions to encourage better attendance
- Successful training sessions be adapted into e-learning programmes wherever possible in order to compliment the Councillors Training Programme.

6.3 Councillor's Training Needs Analysis 2015-2016

6.3.1 The Committee reviewed a new Training Needs Analysis (TNA) for 2015-2016. The results (together with any training needs identified in Councillors Personal Development Reviews) would assist in creating a Councillor Training Programme for 2016-2017 based on those needs identified by Councillors.

6.3.2 In addition, the Committee recommended labelling several sessions as mandatory.

6.4 Democratic Services Committee Annual Report 8 May 2014 to 18 May 2015

6.4.1 The Chair presented the second Democratic Services Committee Annual Report.

6.4.2 It was noted that there had been a decrease in the number of Annual Reports received for the 2014-2015 period. The Chair encouraged all Councillors to ensure reports were submitted by the deadline.

6.5 Scrutiny Annual Report 2015-2016

6.5.1 The Chair of the Scrutiny Programme Committee and Scrutiny Manager were invited to the Democratic Services Committee to provide a report on the work of scrutiny for the municipal year 2014-2015.

6.6 Discussion on future ICT provision for Councillors from 2017

6.6.1 The Committee discussed the various options regarding the future ICT provision following the Local Government Election 2017.

6.6.2 As a result, further consultation was arranged via drop in sessions in order that all Councillors views were established.

6.7 Councillor Training and Development 2016-2017

6.7.1 The Committee considered the responses of the Councillors / Co-Opted Member Training Needs Analysis (as outlined in 6.3.1 above) in order to devise the Councillor Training and Development 2016-2017 programme. This report was adopted by Council on 28 January 2016.

6.7.2 As a result, the Head of Democratic Services in consultation with the Chair of the Democratic Services Committee would prioritise the courses that would form the Councillor Induction Programme and which ones would initially be added to the additional training programme.

6.8 Independent Remuneration Panel for Wales – Annual Report February 2016

6.8.1 The Committee reviewed the Annual Report published by the Independent Remuneration Panel for Wales.

6.9 Councillor Induction 2017

6.9.1 The Committee considered an early draft of the Councillors Induction Programme which had been devised by the Welsh Local Government Authority (WLGA) in conjunction with Democratic Services officers in the 22 Welsh Local Authorities.

6.9.2 The response to the WLGA suggested that the Councillor Induction Programme 2017 should be available to all Councillors, not just new members and that training immediately following the election should be on a light-touch basis and repeated in the months following the election, around September / October time.

7. Work Programme 2016-2017

7.1 The Committee will consider the following issues:

- Councillor Induction Programme 2017;
- Councillors ICT,
- Councillors Broadband and Telephone Allowances;
- Councillors Self-Serve via Oracle Software System.

8. Democratic Services Team 19 May 2015-18 May 2016

8.1 The Team Structure for Democratic Services and Scrutiny for the period 2015-2016 are set out below. The Posts are all 1 Full Time Equivalent (fte) unless otherwise stated.

8.2 On 11 October 2015 the Member Support Team were combined with the Democratic Services Team. As a result several job descriptions and job titles were amended as outlined in 8.3 below.

8.3 Democratic Services Team

Job Title	Officer Name	Notes
Head of Democratic Services	Huw Evans	-
Democratic Services Officer	Samantha Woon	-
Democratic Services Officer	Gareth Borsden	-
Democratic Services Officer	Jeremy Parkhouse	-
Democratic Services Officer Councillor Support Officer	Allison Lowe	From 12.10.2015 Up to 11.10.2015
Democratic Services Support Officer Councillor Support Assistant	Caroline Davies	From 12.10.2015 Up to 11.10.2015
Democratic Services Assistant Administrative Assistant	Karen Thomas	From 12.10.2015 Up to 11.10.2015
Democratic Services Support Assistant	Diane Clatworthy	From 12.10.2015
Democratic Services CCMS Support Assistant	Suzanne Mort	From 24.03.2016

8.4 Scrutiny Team

Job Title	Officer Name	Notes
Scrutiny Manager	Dave Mckenna	-
Scrutiny Coordinator	Brij Madahar	-
Scrutiny Officer	Delyth Davies	-
Scrutiny Officer (0.8 fte)	Rosie Jackson	-
Scrutiny Officer	Michelle Roberts	-
Scrutiny Research Officer (0.6 fte)	Jenna Tucker	-

9. General Information

- 9.1 The Democratic Services Committee is keen to see members of the public attending its Meetings. With the exception of confidential items, all business is held in public. All of the public papers are published online www.swansea.gov.uk

Further information can be provided by Democratic Services:
Democratic.Services@swansea.gov.uk or on 01792 63 6923