



City and County of Swansea

## Minutes of the **Democratic Services Committee**

Committee Room 5 - Guildhall, Swansea

Monday, 16 April 2018 at 5.00 pm

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

**Councillor(s)**

N J Davies  
S M Jones  
S Pritchard  
B J Rowlands  
L V Walton

**Councillor(s)**

L S Gibbard  
W G Lewis  
C Richards  
G J Tanner

**Councillor(s)**

J A Hale  
I E Mann  
K M Roberts  
L J Tyler-Lloyd

**Officer(s)**

Huw Evans	Head of Democratic Services
Allison Lowe	Democratic Services Officer
Tracey Meredith	Head of Legal, Democratic Services and Business Intelligence and Monitoring Officer

**Apologies for Absence**

Councillor(s): M Durke, K M Griffiths and E T Kirchner

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**22 Disclosure of Personal & Prejudicial Interests.**

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

**23 Minutes.**

**Resolved** that the Minutes of the Democratic Services Committee held on 30 January 2018 be approved and signed as a correct record.

**24 Review of Councillors Annual Report Template.**

The Head of Democratic Services presented a report which sought to review the Councillors Annual Report Template in order to ensure that it remains fit for purpose and removes any duplication.

He outlined the relevant legislation relating to Councillors Annual Reports and referred to the Statutory Guidance.

The Committee discussed the process that Councillors follow when completing the Annual Reports and it was suggested that the Democratic Services Team should be advised of any training sessions carried out by Councillors that were not provided by the Authority, so that they could be included in the training section of the individual Councillor's web page.

The amendment of web-links being placed in Sections 2 and 5 was fully supported by the Committee.

**Resolved** that:

- 1) The amended Councillors Annual Report Templates be adopted.

## **25 Review of Councillors Handbook (Sections B & C).**

The Head of Democratic Services presented a report which sought to review the Councillors Handbook in order to streamline its content and move towards a digital only version.

This report dealt with the remainder of the Councillors Handbook, namely Section B "Support Services" & Section C "Protocols". Sections A and D had already been considered and approved by Council.

The issue of Councillors having to embrace ICT was discussed, together with the speed at which technology advances and Councillors trying to "keep up". It was felt that drop in sessions or 1-2-1 sessions on how to navigate tools such as Office 365 be provided for those who required additional training.

**Resolved** that:

- 1) The amended Councillors Handbook be recommended to Council for adoption;
- 2) The Head of Democratic Services assist the Training Team in surveying Councillors to ascertain their requirement for ICT training.

## **26 Webcasting & eVoting - Update.**

The Head of Democratic Services presented a 'For Information' report to provide an update on the progress with the implementation of Webcasting and eVoting.

### **Webcasting**

The Authority sought quotations via the National Procurement Website for the supply, installation and maintenance for a Webcasting solution for the Council Chamber, Guildhall. Three quotations were received with the tender being awarded to Civico. The contract is for one year with the option to extend for up to a further 60 months. Discussions are ongoing on a Webcasting go live date but it is likely to be during the summer of 2018.

The Head of Democratic Services confirmed that “hot links” would be available to enable viewers to select a specific item within a meeting. The length of time that the webcast would be available to view and the archiving of the broadcasts was also discussed. Further guidance would be sought on the issue of the replication or use of any broadcast or part of a broadcast by a third party.

### **eVoting**

The Authority’s delegate mic system within the Council Chamber, Guildhall includes the capability to contact eVoting. The Leader of the Council and Head of Democratic Services anticipate that the eVoting system will be trialled shortly for Cabinet meetings and then rolled out further for Planning Committee a little later, other Committees and ultimately Council.

Further discussions will be needed in order to establish what will be displayed on the screen following each vote at a meeting.

The minutes of the meeting will now only include how those eligible to vote, voted if a named vote was called as outlined in Council Procedure Rule 30.2. However, the breakdown of how each individual voted, will be published online in line with the “City and County of Swansea – Policy Commitments Statement” report adopted by Council on 27 July 2017.

The meeting ended at 5.44 pm

**Chair**