

CITY AND COUNTY OF SWANSEA

MINUTES OF THE DEMOCRATIC SERVICES COMMITTEE

**HELD AT COMMITTEE ROOM 5, GUILDHALL, SWANSEA ON
TUESDAY, 20 DECEMBER 2016 AT 5.00 PM**

PRESENT: Councillor P M Black (Chair) Presided

Councillor(s)

A C S Colburn

K E Marsh

Councillor(s)

N J Davies

L V Walton

Councillor(s)

J W Jones

Officer(s)

Huw Evans

Allison Lowe

Debbie Smith

Head of Democratic Services

Democratic Services Officer

Interim Deputy Head of Legal & Democratic Services

14 **APOLOGIES FOR ABSENCE.**

Apologies for absence were received from Councillors R A Clay, J Hale, E T Kirchner and T Meredith, Interim Head of Legal & Democratic Services and Interim Monitoring Officer.

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

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

16 **MINUTES.**

RESOLVED that the minutes of the Democratic Services Committee held on 18 October 2016 be approved and signed as a correct record.

17 **USE OF MODERN.GOV SOFTWARE BY SCRUTINY TEAM.**

The Head of Democratic Services provided a report outlining when the Scrutiny Team would commence using the Modern.gov software.

He explained that events had overtaken the submission of the report and that 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 recommendation was added stating that all Scrutiny agendas, reports, etc. utilise the Modern.gov software by May 2017. Council resolved to accept the additional recommendation.

Training would be provided to the Scrutiny Team in the New Year to ensure they were proficient in use of the Modern.gov software system prior to May 2017.

RESOLVED that the report be noted.

18 **DEMOCRATIC SERVICES ANNUAL REPORT 2015-2016.**

The Head of Democratic Services presented the Democratic Services Annual Report 2015-2016 which outlined the work of the Committee during the period 19 May 2015 – 18 May 2016.

RESOLVED that the report be noted and forwarded to Council for information.

19 **WORKPLAN.**

The Head of Democratic Services outlined that the next meeting was scheduled for 28 March 2017; however it was likely that a Special meeting would be called in advance to consider items such as the Councillor Induction Programme 2017.

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

TBC	Councillors Induction Programme 2017
28 March 2017	Demonstration on Modern.gov "app"
28 March 2017	Independent Remuneration Panel for Wales 2017-2018 Annual Report – February 2017
2017-2018	Councillor Survey on Timings of Council Meetings

The meeting ended at 5.16 pm

CHAIR