



City and County of Swansea

Minutes of the **Democratic Services Committee**

Remotely via Microsoft Teams

Monday, 19 July 2021 at 4.00 pm

Present: Councillor L James (Chair) Presided

Councillor(s)

J E Burtonshaw
M Jones
G J Tanner

Councillor(s)

N J Davies
S M Jones
L V Walton

Councillor(s)

M Durke
W G Lewis
L J Tyler-Lloyd

Officer(s)

Allison Lowe
Tracey Meredith

Democratic Services Officer
Chief Legal Officer / Monitoring Officer

Apologies for Absence

Councillor(s): E T Kirchner

6 Election of Vice Chair for the Municipal Year 2021-2022.

Resolved that Councillor Wendy Lewis be elected Vice Chair for the Municipal Year 2021-2022.

7 Disclosures of Personal and Prejudicial Interests.

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

8 Minutes.

Resolved that the Minutes of the Special Democratic Services Committee held on 14 October 2020 be approved and signed as a correct record.

9 Member Induction Programme 2022.

The Monitoring Officer presented a report to seek input from the Democratic Services Committee as to the Induction Training requirements for councillors following the 2022 local government elections.

She referred to the accompanying documents outlined as follows:

Appendix 1 – Councillor Induction & Training Programme for 2017-2018;

Appendix 2 - WLGA "A Development Framework for Councillors in Wales 2021;

Appendix 3 WLGA Induction Curriculum in Wales for the Local Government

Elections 2022 (Draft).

Comments from the Committee included:

- Excellent starting point that could be built on;
- Social media and IT, including rules and etiquette more important than ever, particularly if continuing with on-line meetings;
- Work around potential candidates in underrepresented groups required as outlined in Diversity in Democracy (report to Council on 29 July);
- Information for candidates should be published on our website to include the induction training schedule so that candidates were aware of this requirement;
- Councillors would have different strengths and weaknesses eg Budget / financial knowledge would vary;
- Limit the initial amount of training provided when Councillors were first elected as it could be overwhelming;
- An officers contact factsheet would be helpful;
- Councillor or officer mentor scheme was very useful;
- Suggest weaving awareness of the democratic process in our new schools curriculum;
- Information on new socio-economic duty;
- Members Lounge – provided social interaction with other newly elected and returning councillors.

Resolved that:

- 1) The report be noted;
- 2) A Working Group be set up to consider any additional requirements for the 2022 Local Government Election Induction Programme;
- 3) Appendix C, referred to in Appendix 1 be circulated by email to the Democratic Services Committee.

10 Councillor Questionnaire.

The Monitoring Officer presented a report to consider a councillor questionnaire to be sent to all councillors seeking feedback on remote attendance at committee meetings during the pandemic.

Once finalised, the questionnaire would be circulated by the Consultation Co-ordinator, who would collate the responses in order that a further report be presented to the Democratic Services Committee in order to develop a Hybrid meeting policy.

Resolved that:

- 1) Comments or amendments be emailed to the Monitoring Officer by Monday, 26 July 2021;
- 2) A further report outlining the results of the questionnaire be presented to the next meeting of the Democratic Services Committee in order to develop a Hybrid meeting policy.

11 Workplan 2021-2022.

The Chair outlined the Work Plan for 2021-2022 and suggested that due to the volume of work contained in the Work Plan, that the Democratic Services Committee schedule additional meetings from now until the Local Government Elections in May 2022.

She suggested either shorter monthly meetings or longer bi-monthly meetings.

Resolved that:

- 1) The Work Plan for 2021-2022 be noted with the addition of the following items:
 - Results of Councillor Questionnaire;
 - “Hybrid Meeting Policy”;
- 2) Additional meetings be scheduled from September 2021 – May 2022.

The meeting ended at 4.54 pm

Chair