

DEMOCRATIC SERVICES COMMITTEE

Decision Notice – Meeting, 12th July, 2021.

The Committee agenda is available [here](#).

The Meeting recording is available [here](#).

Present: Councillor V.J. Bailey (Chairman); Councillor G.D.D Carroll (Vice-Chairman); Councillors: Mrs. S.M. Hanks, N.P. Hodges, K.F. McCaffer, M.J.G. Morgan, Mrs. S.D. Perkes, A.R. Robertson, N.C. Thomas and M.R. Wilson

Also present: Councillors L.O Rowlands and E. Williams.

AGENDA ITEM 2. MINUTES –

RECOMMENDED – T H A T the minutes of the meeting held on 16th November, 2020 be approved as a correct record.

AGENDA ITEM 3. DECLARATIONS OF INTEREST –

No declarations were received.

AGENDA ITEM 4. ICT UPDATE FOR MEMBERS (MD) –

RESOLVED – T H A T the report be noted.

Reason for decision

Having regard to the contents of the report and discussions at the meeting.

AGENDA ITEM 5. REVIEW OF THE MEMBER DEVELOPMENT STRATEGY (HDS) -

RESOLVED –

(1) T H A T the topics contained within the table attached at Appendix B to the report be endorsed with an amendment that Rules of Debate training be included as mandatory training.

(2) T H A T that the development of a personal safety policy specifically for Elected Members be presented to the Committee and Cabinet for consideration/ adoption in due course.

(3) T H A T the inclusion of the WLGA Competency Framework (Appendix C to the report) and the revised model role descriptions for Members set out in Appendix

D to the report, as part of the refresh of the Council's Member Development Strategy be endorsed.

(4) T H A T the refreshed Member Development Strategy subject to Resolutions 1, 2 and 3 above be endorsed and referred to Cabinet for consideration and approval.

Reasons for decisions

(1) In acknowledgement of essential and recommended learning subject areas to be included in the Council's Strategy.

(2) Having regard to the personal safety of Elected Members.

(3) In acknowledgement that the Framework recognised best practice and reflected the WLGA model role descriptions and themes for a proposed Induction Programme for new and returning Members and took account of the Local Government and Elections (Wales) Act 2021.

(4) To seek Cabinet's approval of the refreshed Strategy having regard to Resolutions 1,2 and 3 above.

AGENDA ITEM 6. DRAFT MEMBER INDUCTION AND DEVELOPMENT PROGRAMME 2022 (HDS) -

RESOLVED – T H A T the draft Member Induction and Development Programme, attached as Appendix A to the report, be endorsed and referred to Cabinet for consideration and approval with the following suggested additions:

- Rules of Debate training be included in the Draft Induction Programme as mandatory training
- The Vale of Glamorgan Council's GLAM and Ethnic minority networks be approached with the view to assisting on the delivery of the Equality and Diversity sessions;
- In the interests of inclusivity and diversity the training sessions noted as 9.00 a.m. be amended to 9.30 a.m. to assist Members with childcare responsibilities;
- Member appointments e.g. to Governing Bodies and Outside Bodies
- That further consideration be given to making induction programme sessions:
 - interactive opportunities,
 - time for Members to network with each other,
 - Presentations and handouts to be provided to Members in advance to the sessions they are scheduled to attend,
 - opportunities be afforded for Members to meet with other officers in the service areas, during the induction programme, as well as the Senior Managers of the authority.

Reason for decision

To facilitate the approval and subsequent delivery of a Member Induction events and ongoing Member Development Programme and having regard to the comments / suggestions made during the meeting.

AGENDA ITEM 7. ANNUAL REPORT OF HEAD OF DEMOCRATIC SERVICES (HDS) -

RESOLVED – T H A T the report be noted.

Reason for decision

Having regard to the contents of the report and discussions at the meeting.

AGENDA ITEM 8. DRAFT CANDIDATE AND ELECTED MEMBER HANDBOOK (2022 EDITION) (HDS) -

RESOLVED –

(1) T H A T the draft Candidate and Elected Member Handbook (2022 Edition), attached as Appendix A to the report, be endorsed and referred to Cabinet for approval.

(2) T H A T the Candidate and Elected Member Handbook (2022 Edition) be made available to all Local Government Election 2022 Candidates by the Head of Democratic Services, following the deadline for Candidate Nominations, as set by the Electoral Commission.

(3) T H A T an electronic copy of the Candidate and Elected Member Handbook (2022 Edition) be uploaded to the Council's Website, Member Committee Hub, Member Desktop 'How-To' Folder and MemberNet Homepage following the 2022 Local Government Election.

(4) T H A T the Head of Democratic Services be authorised, in consultation with the Chairman of the Democratic Services Committee, to make amendments to the Handbook content relating to typographical amendments or to reflect changes related to keeping policy and/or the Council's Constitution up to date.

Reasons for decisions

(1) To facilitate the approval and subsequent publication of a 2022 Edition Candidate and Elected Member Handbook as part of the 2022 Local Government Election Nomination Process and the Council's ongoing Member Development Programme.

- (2) To manage Election Candidate expectations of the Elected Member role and ensure that Elected Members have important information available to them prior to their first day in office.
- (3) The Candidate and Elected Member Handbook (2022 Edition) is readily available to all Elected Members whenever required during their term in office
- (4) To ensure that the Handbook content continues to develop over the period prior to publication and remains accurate.