

## DEMOCRATIC SERVICES COMMITTEE

Decision Notice – Meeting, 25<sup>th</sup> July, 2022.

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

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

Present: Councillor Dr. I.J. Johnson (Chair); Councillor S.J. Haines (Vice-Chair); Councillors G.D.D. Carroll, E. Goodjohn, S.M. Hanks, K.P. Mahoney, S.D. Perkes, J. Protheroe and N.C. Thomas.

Also present: Councillor A. Asbrey.

### AGENDA ITEM 2. MINUTES –

RESOLVED – T H A T the minutes of the meeting held on 4<sup>th</sup> April, 2022 be approved as a correct record.

### AGENDA ITEM 3. DECLARATIONS OF INTEREST –

No declarations of interest were received.

### AGENDA ITEM 4. MEMBER ICT UPDATE (OMICT) –

RESOLVED –

- (1) T H A T the report be noted.
- (2) T H A T the Chief Executive's responses to the matters raised by Councillor Mahoney in regard to the contactability of senior officers and engagement be copied to the Members of the Committee.
- (3) T H A T the Operational Manager, ICT circulate to Members of the Committee an explanation of the reasons why the Council's telephony system had been adversely affected due to the launch of the crisis payments initiative and why ICT had not been advised of its commencement.
- (4) T H A T the response of the Operational Manager, ICT to matters raised by Councillor Thomas relating to the porting of old Councillor mobile phone numbers to be new mobile phones issued as part of the Member ICT Refresh Strategy post election be circulated to the Committee.

### Reasons for decisions

- (1) Having regard to the contents of the report and discussions at the meeting.

(2-4) Having regard to the discussions at the meeting.

#### AGENDA ITEM 5. DISCHARGE OF THE DEMOCRATIC SERVICES COMMITTEE FUNCTIONS AND TRAINING AND DEVELOPMENT (HDS) -

RESOLVED -

- (1) T H A T reports and recommendations (if any) in respect of any proposed changes to the number and grades of staff required to discharge Democratic Services functions, and that any proposed changes would need to be reported to Council for approval be noted.
- (2) T H A T the Member Development Strategy attached at Appendix 1 to the report be noted.
- (3) T H A T the training and development activities undertaken by Members since May 2022 to date be noted and that a further report be submitted to the next meeting of this Committee on attendance rates at the various induction sessions.
- (4) T H A T in accordance with the requirements of “the Measure” all (54) elected Members be afforded the opportunity to undergo annual Personal Development Reviews (PDRs).
- (5) T H A T the Committee receive an update report on the PDRs process highlighting the development needs identified and to inform a future development programme.

#### Reasons for decisions

- (1) To keep under review resources to discharge the Democratic Services function.
- (2) To raise awareness of the contents for the Strategy.
- (3) In acknowledgement of the extensive Member Induction Programme undertaken post Local Government elections.
- (4) To support future training needs of Members.
- (5) To present a Training Needs Analysis.

#### AGENDA ITEM 6. APPOINTMENT OF DEMOCRATIC SERVICES SUB-COMMITTEE: FAMILY ABSENCE FOR ELECTED MEMBERS (HDS) -

RESOLVED -

- (1) T H A T the Democratic Services Sub-Committee, with the following membership and Terms of Reference, be appointed:

- Membership: Councillors E. Goodjohn, S.J. Haines and Dr. I.J. Johnson;
- Terms of Reference:  
To hear and determine any complaints from Members regarding a refusal by the Head of Democratic Services to grant family absence under the Family Absence for Elected Members of Local Authorities (Wales) Regulations 2013 as amended by the Family Absence for Members of Local Authorities (Wales) (Amendment) Regulations 2021.

(2) T H A T the provisions of the Family Absence for Members of Local Authorities (Wales) Regulations 2013 as amended by the Family Absence for Members of Local Authorities (Wales) (Amendment) Regulations 2021 and the statutory obligations imposed on the Council be noted.

Reason for decisions

(1&2) To ensure the Council meets the requirements of the Family Absence for Members of Local Authorities (Wales) Regulations 2013 as amended by the Family Absence for Members of Local Authorities (Wales) (Amendment) Regulations 2021.

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. MEMBERS' ANNUAL REPORTS (HDS) -

RESOLVED – T H A T all Members be informed of the facility for them to produce for publication an Annual Report on the Council's website.

Reason for decision

To facilitate the Council's compliance with the relevant provision of the Local Government (Wales) Measure 2011 ("the Measure").

AGENDA ITEM 9. COMMITTEE WORK PROGRAMME 2022/23 (HDS) -

RESOLVED – T H A T the Work Programme and timetable as set out in report be approved.

Reason for decision

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