

County Hall  
Rhadyr  
Usk  
NP15 1GA

28<sup>th</sup> January 2014

**Notice of Meeting:**

**Democratic Services Committee**

**Monday 3<sup>rd</sup> February 2014 at 2.00pm  
Council Chamber, County Hall, Usk**

**AGENDA**

1.	Apologies for absence.
2.	Public Open Forum.
3.	Declarations of Interest.
4.	To confirm and sign the minutes of the Democratic Services Committee dated 16 <sup>th</sup> December 2013. (Copy attached)
5.	Wales Charter for Member Support and Development (deferred from meeting 16 <sup>th</sup> December 2013 – copy attached)
6.	Members ICT Policy (for information – agreed by the Democratic Services Committee on 23 <sup>rd</sup> September 2013 – copy attached)
7.	To discuss paperless meetings with the Head of Improvement and Democracy and responses to ICT survey (minutes 16 <sup>th</sup> January 2013 – copy attached).
8.	To discuss feedback from the email sent to Councils regarding laptop and tablet use for Council business.

<p><b>9.</b></p> <p><b>10.</b></p> <p><b>11.</b></p>	<p>Update on the Review of Democratic Services, from the Head of Improvement and Democracy.</p> <p>Work Programming (copies attached):</p> <ul style="list-style-type: none"><li>i) Developing the Work Programme (report and minutes 19<sup>th</sup> July 2012)</li><li>ii) Democratic Services Committee work programme</li></ul> <p>To note the date and time of the next meeting:</p> <ul style="list-style-type: none"><li>• Monday 17<sup>th</sup> March 2014 at 4.00pm.</li></ul>
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**Paul Matthews**

**Chief Executive**

# Democratic Services Committee Membership

**Councillors:** D. Blakebrough  
P. R. Clarke  
D. L. Edwards  
D. Evans  
R.G. Harris  
A. Easson  
S.G.M. Howarth  
P. Jones  
S. Jones  
J.L. Prosser  
V.E. Smith  
S. White

## *Connecting with people*

### **Our outcomes**

The Council has agreed five whole population outcomes. These are *People in Monmouthshire will:*

- Live safely and are protected from harm
- Live healthy and fulfilled lives
- Benefit from education, training and skills development
- Benefit from an economy which is prosperous and supports enterprise and sustainable growth
- Benefit from an environment that is diverse, vibrant and sustainable

### **Our priorities**

- Schools
- Protection of vulnerable people
- Supporting enterprise, job creation and entrepreneurship

### **Values**

- \* **Openness:** we aspire to be open and honest to develop trusting relationships.
- \* **Fairness:** we aspire to provide fair choice, opportunities and experiences and become an organisation built on mutual respect.
- \* **Flexibility:** we aspire to be flexible in our thinking and action to become an effective and efficient organisation.
- \* **Teamwork:** we aspire to work together to share our successes and failures by building on our strengths and supporting one another to achieve our goals.



**Minutes of the meeting of the Democratic Services Committee held at County Hall, Usk on 16<sup>th</sup> December 2013 at 2.00 p.m.**

**PRESENT:** County Councillor D. Evans (Chairman)

County Councillors: D. Blakebrough, P.R. Clarke, D.L. Edwards, R.G. Harris, S.G.M. Howarth, P. Jones and J.L. Prosser

**OFFICERS IN ATTENDANCE:**

Ms. H. Ilett	-	Scrutiny Manager
Mr. R. Williams	-	Democratic Services Officer

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from County Councillors A. Easson, V.E. Smith and S. White.

**2. PUBLIC OPEN FORUM**

There were no members of the public present.

**3. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**4. CONFIRMATION OF MINUTES**

We resolved that the minutes of the meeting of the Committee held on 4<sup>th</sup> November 2013 be confirmed as a correct record and signed by the Chairman.

**5. TERMS OF REFERENCE FOR SELECT COMMITTEES**

We received a report by the Scrutiny Manager in which Members were provided with details of the draft revised terms of reference for the Council's four select committees.

The Scrutiny Manager advised that the Scrutiny Chairs Liaison Group had been tasked by the Democratic Services Committee to revise the terms of reference of the four select committees, following requests from Members for a degree of clarity on the roles and responsibilities of each select committee. The existing terms of reference that form part of the constitution were considered out-dated and factually inaccurate in part. The Scrutiny Manager explained that the Scrutiny Chairs had sought to clearly define the functions their committees are responsible for scrutinising, in order that other Members, officers and the public could input into the work of the scrutiny committees if they desired.

**Minutes of the Democratic Services Committee  
dated 16<sup>th</sup> December 2013 - continued**

Having received the report the following points were noted:

- The new draft was a considerable improvement to the original terms of reference creating a more descriptive outcome.
- Additional wording to the draft document should be added to indicate that select committees were cross cutting.

We resolved:

- (i) to agree the draft revised terms of reference with the additional wording being added to refer to select committees being cross cutting;
- (ii) that the draft revised terms of reference with the additional wording being added to refer to select committees being cross cutting, be presented to Full Council as part of the review of the constitution.

**6. WALES CHARTER FOR MEMBER SUPPORT AND DEVELOPMENT**

We received a report, deferred from the meeting held on 4<sup>th</sup> November 2013, which informed the Committee of the WLGA's Wales Charter for Member Support and Development, and to benchmark Monmouthshire against the Charter criteria.

We resolved to defer consideration of the report to the next meeting, as the Head of Improvement and Democracy was unable to attend today's meeting to present the report, as she was involved in a hearing at County Hall, Usk.

**7. MEMBERS' PRINTERS**

The Chair requested Member's views on Members' printers and whether repair costs should be borne by Members. The following points were noted:

- The printers had been bought by Members. Therefore, Members should pay for repairs to their printers.
- Members currently purchased colour cartridges for their printers.
- New Members had not been supplied with printers.
- It was considered that there might be some redundant printers within the authority that could be re-used and supplied to new Members should they require a printer.
- Members considered that the current policy regarding printer provision for Members needed to be clarified.

**Minutes of the Democratic Services Committee  
dated 16<sup>th</sup> December 2013 - continued**

We resolved that a report be presented to the next meeting clarifying Monmouthshire County Council's policy regarding the provision of printers for elected Members.

**8. PAPERLESS MEETINGS**

Following an update from Political Leadership Group regarding paperless meetings, Members discussed this matter and the following points were noted:

- Committee meetings were scheduled to go paperless from April 2014.
- It was considered that a questionnaire should be sent to all Members requesting that they identify their I.T. requirements with regard to support / training in preparation for going paperless.
- An appropriate officer should be invited to attend the next meeting to provide the Committee with details, timescales and training required before committee meetings go paperless.
- It was considered that paperless meetings should be introduced gradually to allow Members time to receive appropriate support / training.
- It was noted that large agendas were difficult to read on an IPAD.
- Concern was expressed that the quality of scrutiny might diminish if committee meetings go totally electronic.
- There might be medical reasons hindering some individuals from taking part in totally electronic meetings.

We resolved:

- (i) that the appropriate officer attends the next meeting to provide the Committee with details, timescales and training required before committee meetings go paperless;
- (ii) that a report be presented to the next meeting regarding details of a questionnaire that was sent to elected Members some time ago by the former Democratic Services Manager (with responses received) regarding Members' views on paperless meetings / ICT provision.

**9. FEEDBACK REGARDING THE IPAD TRIAL**

The following information was received from Members regarding feedback in respect of the IPAD trail:

**Minutes of the Democratic Services Committee  
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- Some Members required basic training whilst others required further training to operate the IPAD to its full capacity. A structured programme of training was required.
- The IPAD was very useful but could not do everything that a laptop could do. The IPAD was considered to be an adjunct to the laptop.
- It was noted that some local authorities in Wales had introduced tablets for Members' use regarding council business. The Scrutiny Manager stated that she could liaise with her scrutiny colleagues across Wales to ascertain Members' feedback on the benefits / negative aspects of using tablets for council business.

We resolved that the Scrutiny Manager liaises with her scrutiny colleagues across Wales to ascertain Members' feedback on the benefits / negative aspects of using tablets for council business and report her findings to the next meeting.

#### **10. DEMOCRATIC SERVICES COMMITTEE WORK PROGRAMME**

Members reviewed the work programme of the committee and the following points were noted:

- There were no new items on the work programme from February 2014.
- Concern was expressed regarding the future of committee / Members' support from the Democratic Services Section. It was considered that the report in respect of the restructure of Democratic Services / Members' Services / Electoral Registration should be presented to a future meeting of the Committee before the restructure is implemented.
- Resurrect the list of agenda items for the next meeting that was established around the time of the inaugural meeting of the Democratic Services Committee.

We resolved:

- (i) to resurrect the list of agenda items for the next meeting that was established around the time of the inaugural meeting of the Democratic Services Committee;
- (ii) that the report in respect of the restructure of Democratic Services / Members' Services / Electoral Registration be presented to a future meeting of the Committee before the restructure is implemented.



**Minutes of the Democratic Services Committee  
dated 16<sup>th</sup> December 2013 - continued**

**11. DATE AND TIME OF NEXT MEETING**

It was noted that the next meeting of the Committee would be held at County Hall, Usk on **Monday 3<sup>rd</sup> February 2014 at 2.00pm.**

The committee discussed the time of the next meeting and resolved that it would commence at **2.00pm.**

**The meeting ended at 2.50 p.m.**



<b>SUBJECT:</b>	<b>Wales Charter for Member Support and Development</b>
<b>DIRECTORATE:</b>	<b>Chief Executive's</b>
<b>MEETING:</b>	<b>Democratic Services Committee</b>
<b>DATE:</b>	<b>23<sup>rd</sup> September 2013</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>All</b>

**1. PURPOSE**

- 1.1 To inform the Committee of the WLGA's Wales Charter for Member Support and Development, and to benchmark Monmouthshire against the Charter criteria.

**2. RECOMMENDATIONS:**

- 2.1 That the Democratic Services Committee draw up proposals for member development and support in line with the "Wales Charter for Member Support and Development."

**3. KEY ISSUES:**

- 3.1 The 'Wales Charter for Member Support and Development' is published by the Welsh Local Government Association. The aim of the Charter is to ensure that members are provided with the support to enable them effectively to fulfil the requirements of their office.

- 3.2 The Charter provides a benchmark for member support and development in the following areas;

- Constitutional arrangements
- Member Development
- Member Support
- Member Facilities

- 3.3 This includes, in practical terms, the following:

- Role descriptions (or job descriptions) for members
- The adoption of a Member Learning and Development Strategy
- Arrangements are in place for all members to be offered a Personal Development Review
- A development programme for all Councillors is in place and all members are able to access development opportunities equally
- All new members to be provided with an induction
- Members to be offered the opportunity for mentoring
- Officer support is provided for member development, support and scrutiny
- Members to be provided with adequate support from the organisation eg. access to ICT and office accommodation.

- 3.4 Amongst the most important elements in the Charter is the adoption of a Member Development Strategy, based on:

- Role descriptions for members

- Personal Development Reviews for members, as an opportunity to review progress against the role description, and identify further development needs.
- A personalised development programme for each member based on needs identified in the personal development review.
  - An outline Strategy is attached as appendix A

#### **4 THE WAY FORWARD**

- 4.1** The Council has made progress in a number of areas eg member induction; role descriptions for individual councillors and Select Committee Chairs; and training for Chairs, but there is a need for a more systematic approach based on a strategy, including the adoption of role descriptions for all office holders and annual reviews to identify development needs.
- 4.2** The Committee is invited to consider applying for the Wales Charter for Member Support and Development, recognising that this would be a means to improving member development and support, and not an end in itself.
- 4.3** Application for the Wales Charter for Member Development and Support would provide a route map towards improved member development and support. A self-assessment framework, measuring Monmouthshire's current provision against the Charter, is attached as appendix B.

#### **5. RESOURCE IMPLICATIONS**

These can be met from within existing resources eg the Members' Courses and Conferences budget

- 6. CONSULTEES:** Chief Executive; Head of Democracy and Improvement; Leader
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**Draft**  
**MONMOUTHSHIRE COUNTY COUNCIL**  
**MEMBER DEVELOPMENT STRATEGY**

**1. THE ROLE OF COUNCILLORS**

Monmouthshire County Councillors fulfil the following roles:

- Ward representation
- Cabinet members
- Decision making e.g. Planning and Licensing Committees
- Overview and scrutiny
- Partnership working and community leadership.

**2. MEMBER DEVELOPMENT AND SUPPORT**

There is growing recognition of the importance of elected member development and support in local government. Factors behind this trend include:

- Changing member roles and accountabilities (e.g. Cabinet and Scrutiny Members)
- The gradual (professionalism) of member roles with special responsibilities
- The increased demands and complexity of all members' roles.

the Independent Remuneration Panel, have stated that *“the governance, scrutiny and regulatory duties incumbent upon a councillor in modern local government require continuous quality and improvement. As a result, councillors should be prepared to undertake such training and personal development opportunities as are necessary to acquire the competencies required to properly discharge the duties for which they are remunerated.”*

**3. AIM OF THE STRATEGY**

Monmouthshire County Council is committed to supporting members as ward representatives, cabinet members, decision makers, overview and scrutiny members, community leaders and in partnership working, so as to enable them effectively to fulfil their roles.

**4. PRINCIPLES OF THE MEMBER DEVELOPMENT STRATEGY**

The Strategy will:

- Be led by Members
- Recognise the differing roles of individual Members and endeavour to provide support and development appropriate to those roles
- All newly elected members will be inducted into the Council and their roles

**5. IMPLEMENTATION**

- Role descriptions will be developed by Monmouthshire members to reflect the characteristics of being a Councillor in Monmouthshire.

- Each Member will be offered an annual personal development review at which they will be given the opportunity to identify training and development and support needs. All members receiving Senior Salary will be expected to attend such a review.
- Each Committee will also be given the opportunity to identify training and development needs to ensure that the Committee operates effectively and that each Member is able to operate to their full potential.
- An ongoing member development programme will be drawn up based on development and training needs identified in the personal development reviews and by each Committee.

## 6. **WALES CHARTER FOR MEMBER SUPPORT AND DEVELOPMENT**

The Council will apply for the Wales Charter for Member Support and Development recognising that this will be a means to improving member development and support and not an end in itself.

## WALES CHARTER FOR MEMBER SUPPORT AND DEVELOPMENT - SELF ASSESSMENT FRAMEWORK

A. The Council operates modernised constitutional arrangements.	Requirement	Monmouthshire	Action
1. Members are supported with role descriptions.	<p>Role descriptions are adopted for the:</p> <ul style="list-style-type: none"> <li>• Leader</li> <li>• Deputy Leader</li> <li>• role of the executive member</li> <li>• scrutiny member</li> <li>• chair of scrutiny</li> <li>• chairs of statutory and area committees.</li> </ul>	<p>The Council has agreed role descriptions for Select Committee Chairs. Democratic Services Committee has recommended a role description for councillors-to be confirmed by full Council.</p>	<p>Role descriptions need to be drawn up and agreed by members</p>
2. Office holders receive regular personal support and development interviews.	<p>Personal support and development interviews which are:</p> <ul style="list-style-type: none"> <li>• based on role descriptions</li> <li>• contribute to personal development plans</li> <li>• undertaken by senior members</li> </ul> <p>are in development for all members in receipt of a special responsibility allowance.</p>	<p>Annual reviews of Cabinet members by the Leader, although the process is informal.</p>	<p>All members should be given the opportunity to identify further training and development needs, through an annual review</p>
3. Accessibility arrangements made for the business of the council are flexible and allow members to participate fully, taking into account employment, family and caring responsibilities.	<p>A review of the arrangements for council business has taken place and as a result, meeting times, timings and venues reflect the needs of members as closely as possible.</p>	<p>A review of the timing of meetings has taken place. The Council has decided that it is up to each committee to determine the timing of their meetings, although most continue to meet during the day.</p>	<p>Keep under review</p>

4. Members undertake their duties according to high standards of conduct.	All members have received training and development in the detail of the local Code of Conduct.	A seminar on Code of Conduct was held following the elections in 2012, but not all members attended.	Further training to be arranged
5. The constitution itself supports strong corporate governance by clearly defining the role of the different member functions and their interrelationship.	<ul style="list-style-type: none"> <li>All members have received training on and understand the contents of the constitution.</li> <li>It clearly sets out the roles and responsibilities of the member committees and individual members and officers.</li> </ul>	Some members have received some training on elements of the constitution eg scrutiny, code of conduct issues.	Further training sessions to be arranged following adoption of the new constitution.
<b>B. Member Development</b>	<b>Requirement</b>	<b>Monmouthshire</b>	<b>Action</b>
1. A Member Learning and Development Strategy has been adopted.	<p>A local Member Development Strategy is in place. The Strategy sets out the approach that the authority takes to member development. It includes:</p> <ul style="list-style-type: none"> <li>a commitment to undertaking development needs analyses which identify the local and national, collective and individual development needs of all members.</li> <li>a commitment to creating personal support plans for members within 6 months of their Charter submission.</li> <li>a commitment to responding to the development needs of members identified in their personal support and development interviews.</li> </ul>	<p>There is a draft Strategy</p> <ul style="list-style-type: none"> <li>Role descriptions for members, especially office holders</li> <li>Personal Development Reviews for members, as an opportunity to review progress against the role description, and identify further development needs.</li> <li>A personalised development programme for each member based on needs identified above.</li> </ul>	Strategy needs to be approved by the Democratic Services Committee.



2. A development programme for councillors is in place with a mechanism for its annual review.	An annual development programme informed by the member development strategy is in place.		This would need to be included in the Member Development Strategy.
3. Prospective candidates, candidates and new members are informed of their potential role and responsibilities.	<ul style="list-style-type: none"> <li>The Council uses the national guidance and support materials available for candidates and prospective candidates.</li> <li>All new or returning members are provided with a programme of induction.</li> </ul>	The Council distributed the WLGA publication prior to the elections	
4. Development activities are appropriate	Learning activities are provided in appropriate styles and settings based on identified learning needs and styles of the individuals and teams.	Induction activities based on seminars.	Need to ask members for their preferred form of delivery.
5. There is a clear responsibility for leading the programme, driving the strategy and monitoring the outcomes.	A member “champion” and member development working group made up of members and officers is in place to sponsor the strategy and programme.	Officer responsibility shared between Personnel(Corporate Training) and Democratic Services. Member Development included in the Leader’s portfolio Informal working Group.	
6. Resources are identified and provided for member development within the Charter framework.	Dedicated resources are identified and provided for member development activities as defined within the Charter.	Within the overall training budget about 5k has been approved .	
7. All councillors are made aware of, guided to, and are able to access the	<ul style="list-style-type: none"> <li>The annual development programme is planned and publicised in advance.</li> </ul>	Some member development has been planned eg Induction,scrutiny	Need annual development programme based on needs identified by members through

<p>development activities equally.</p>	<ul style="list-style-type: none"> <li>• Individual members and teams are encouraged to attend particular activities.</li> <li>• The timings and settings of activities are varied to enable equal access by all, including those members who are working, are carers or have child care responsibilities.</li> </ul>		<p>personal development reviews</p>
<p>8. The development provided is of a sufficiently high quality.</p>	<p>The authority has a systematic and effective approach to commissioning, developing, providing and evaluating its training and development activities.</p>	<p>Induction programme delivered mainly in house.</p>	<p>Need to develop systematic approach.</p>
<p>9. Councillors make a commitment to participate in the mutually agreed number of activities per year.</p>	<ul style="list-style-type: none"> <li>• Members agree to participate in a certain amount of development per year according to their role, needs and experience.</li> <li>• Every member will participate in some activities but the overall quantity will vary.</li> </ul>	<p>Training and development takes place at the moment without any formal commitment by members</p>	<p>This would flow from having a Member Development Strategy.</p>
<p>10. The authority and members work together to create an environment of learning and development.</p>	<p>It is widely understood that it is a members' right and responsibility to receive the essential development that they need.</p>	<p>This is understood for newly elected members, as evidenced by the Council's Induction Programme.</p>	<p>Need to affirm that learning and development is not just for new members.</p>
<p>11. Members are offered the opportunity to be mentored by member peers.</p>	<p>The authority is exploring the needs of members to be mentored.</p>	<p>Some mentoring takes place through the political groups.</p>	<p>Is external mentoring appropriate? Are there any Member Networks which offer support to members?</p>

<b>C. Member Support services</b>	<b>Requirement</b>	<b>Monmouthshire</b>	<b>Action</b>
1. Officer support is provided for all the member functions.	Every member committee, panel, forum etc. has officer support provided. Members are also supported in their constituency work.	Available via Member's Secretary and Democratic Services; some members prefer to take up casework with the Area Offices or direct with the service departments.	Need to develop officer roles so as to support members in their roles, eg training, officer networks to share best practice.
2. Dedicated support is available for Overview and Scrutiny.	Overview and Scrutiny committees have dedicated support from officers who can research independently of the management structure.	There is a dedicated Scrutiny Manager's post.	See above.
<b>D. Member Facilities</b>	<b>Requirement</b>	<b>Monmouthshire</b>	<b>Action</b>
1. All members are provided with adequate access to ICT.	<ul style="list-style-type: none"> <li>• Hardware, 'office' packages, the Internet email and the Intranet are available for all members.</li> <li>• Basic training is provided in its use and help desk facilities are available.</li> </ul>	Yes. Yes-all members have been offered further IT training.	To review annually members IT training and support needs.
2. Library and intranet facilities are provided.	A Library of hard copy and / or electronic information, dedicated to member needs, is provided as part of the information and research support.	Yes	Do members use the library?

<p>3. A location and facilities where members can work in privacy, undisturbed by the council is provided.</p>	<ul style="list-style-type: none"> <li>• Shared areas such as member rooms are made available for each political group.</li> <li>• Private rooms are also available for use for meetings.</li> <li>• Senior office holders have access to offices.</li> <li>• Leaders and deputies have their own office.</li> </ul>	<p>Political Groups have offices. There is a Cabinet Office.</p>	
<p>4. Telephony services.</p>	<p>Facilities to make and receive calls in private are provided for all councillors together with call referral and handling.</p>	<p>Telephones in Political Group Offices and Members' Lounge. There is some call referring and handling.</p>	

**SUBJECT: ICT PROVISION FOR MEMBERS**  
**MEETING: Council**  
**DATE: 24<sup>th</sup> February 2011**  
**DIVISION / WARDS AFFECTED: ALL**

## **1. PURPOSE**

- 1.1 To propose a revised scheme of ICT provision to meet the business needs of Members.

## **2. RECOMMENDATIONS**

- 2.1 That the revised ICT scheme for Members of the Council (appendix 1) be approved.
- 2.2 In the event that the additional costs are not able to be met by the ICT budget that IT reserve funding is used.
- 2.3 To agree that the additional costs from implementing the Members ICT scheme will be met from within the ICT Budget where possible.

## **3. REASONS**

- 3.1 The Council has sought to provide ICT functionality for the business needs of Council Members since its inception in 1996. Advances in technology make it timely to review current levels of provision.
- 3.2 The differences between the current and proposed schemes can be summarised as-
- A revised package of ICT equipment
  - Provided from a central budget, at no direct cost to members.

The basic package consists of -

- The introduction of HP laptop computers with powerful processors for video streaming and video conferencing, integrated cameras for video conferencing, a standard set of corporate applications, and capable of remote stand alone access via 3G/GPRS technology.
- The provision of a Wi-Fi router for Member's home use (NB this does not include arranging home broadband, which remains the responsibility of the members)
- The provision of wireless connectivity at County Hall and other Council locations
- Mobile telephone and email devices for Cabinet Members.

The proposed Scheme of Provision is attached as Appendix 1 and the Members Information & Communication Technology Protocol is attached in Appendix 2.

3.3 Members are also especially requested to note that arrangements can be made for ICT training to be provided to enhance their ICT skills.

3.4 If approved by Council, Members will be asked to specify their requirements and the necessary arrangements for supply will be made by central ICT.

#### **4. RESOURCE IMPLICATIONS**

4.1 To re-provision members ICT equipment mid term, in line with the basic package will cost the authority £16,966.

This can be broken down as –

• 43 x 6555b laptops at £362 per unit	£15,566
• 7 x updated mobile handsets at £200 per unit	£1,400
<b>Total</b>	<b>£16,966</b>

4.2 There was an approved capital budget put in place in 2008 for the renewal or replacement of Members ICT, funded from the repairs and renewals fund. £5,000 is available from this remaining budget towards the £16,966 cost of re-provisioning Members equipment.

4.3 There is a separate consideration asking for approval for 43 Members to buy their existing ICT equipment at a cost of £50 each. This would generate a potential contribution of £2,150 which would be used to repay the original reserve fund, rather than subsidise the new ICT equipment.

4.4 The remaining £11,966 (i.e. £16,966 - £5,000) will be found from the 10/11 ICT revenue budget

#### **5. SUSTAINABLE DEVELOPMENT IMPLICATIONS**

There are benefits to be obtained by enabling electronic business as follows –

- Improving access to Members by the public and employees of the council.
- Reducing paper and print consumables
- More efficient and effective management of information in order for Members to address enquiries.

#### **6. CONSULTEES**

Cabinet  
Select Committee Chairs  
Leadership Team  
Head of Legal

Head of Finance

**Results of consultation –**

Comments received on budgetary issues and the recommendations amended accordingly.

**7. BACKGROUND PAPERS:**

Nil

**8. AUTHOR**

Farooq Dastgir – Director of Technology Lead Transformation

**9. CONTACT DETAILS**

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## Appendix 1

### MEMBERS I.C.T SCHEME 2010

#### INTRODUCTION

In order to assist Members in fulfilling their democratic role, the Council has a commitment to the provision of ICT facilities made available to the Member at his or her home. This provision consists of a flexible package designed to meet the business needs of each Member.

#### ICT Package

Members will be provided with hardware, communications equipment and network links and software that is sufficient to meet their business needs.

The package consists of:

- HP 6555b Laptop with integral wireless, DVD writer functionality and locally installed applications. Laptop to also have 3G/GPRS capability which will provide an mobile phone connection for sending and receiving of data when away from home or office
- If preferred, communications links and business software can be provided to the Members own Personal Computer or Laptop
- Appropriate and secure provision for remote access to corporate systems
- A corporate email account, with automatic deletion of emails over 6 months old
- In addition, a mobile device with email capability will be available for all Cabinet Members.
- Consumables in the form of black and white printer cartridges and paper (colour cartridges are available at extra cost to members).

Members are advised to enter into an arrangement for personal broadband to ensure they secure the optimum performance possible. Negotiation with service providers is a matter for the individual member, although central ICT will provide general advice and guidance.

#### Business Software and Communications Environment:

- Windows 7 Operating System
- Standard Microsoft Office 2010 Suite
- Microsoft Office Communications Server (for instant messaging and video conferencing)
- Microsoft Outlook (email and diary)
- Microsoft OneNote (for creation and sharing of documents)
- Adobe Acrobat (to read internet pdf files)



- CD/DVD Writer and software
- Connection to Council's intranet site
- Connection to Council's internet service provider
- Connection to Council's email service together with personal Monmouthshire email address

### **Termination**

The basic package of ICT equipment will remain the property of Monmouthshire ICT Section, and must be returned after the period of office.

### **Enhancements**

Dependent on the Council's desktop development path, enhancements may be offered to Members from time to time.

### **Compliance**

Members will agree to be bound by the Council's policy for the use of ICT when using Council provided hardware and software on Council business.

### **Training**

The Council will provide generic ICT training for Members and the Member will agree to avail him or herself of such training as is necessary to maintain reasonable proficiency in the use of the equipment.

The Council recommends that Members embark on achieving the European Computer Driving Licence (ECDL) qualification, training for which is available on application to Democratic Services.

### **Support**

Hardware and software support will be provided by central ICT via the ICT Service Desk which is available Monday to Friday between 8am and 6pm. Members will be expected to return equipment to County Hall for attention when necessary and may receive a loan machine where appropriate. Due to workload pressures Members are asked to appreciate that their support request will be logged and will be prioritised and escalated by central ICT in accordance with the ICT Service Level Agreement (a copy of which is available upon request).

The Member agrees to any necessary software being loaded by ICT, on their Council provided hardware to facilitate remote fault diagnosis and fixing.

## Appendix 2

### Members Information & Communication Technology Protocol

#### 1. Introduction

This document outlines the e-mail, Internet and desktop strategy of the Council and the various standards to be observed by members. It is not intended to represent inclusive guidance. It is produced with the objective of providing members with flexibility in, and control over the use of personal computing within an overall framework. The need for an overall framework derives from the Council's corporate commitment to 'Best Value' in the delivery of I.T services geared to support the business objectives of the Council. Members are encouraged to develop the ICT skills as an essential aid to business performance, E-government, e-democracy and the evolving ways of communication.

The Internet and e-mail are, increasingly, the preferred mode of communication, however there are risks involved. This policy has been drafted to ensure that the benefits available are properly utilised and to protect all members against any action for misuse. The information in this policy, if adhered to, will help good management practices and ensure access is effective and justified.

Use of the facilities should be primarily for Council related business and associated community leadership roles only although private use is also permitted.

**The Code of Conduct requires members to ensure that the resources of the authority are not improperly used for private purposes. Violation of this protocol may therefore be in breach of the Code.**

#### 2. The Approach

The approach taken in producing this document has been to review current policies and procedures from a desk top and wide area network perspective, to review the technical opportunities that are not yet in place or that are still emerging and to evaluate how these could help Monmouthshire's members meet their business objectives more efficiently and effectively in the future.

#### 3. Equipment Procurement

When individual members make their requirements known, equipment will be obtained by central ICT using the Council's procurement arrangements. When received into ICT, equipment will be added to the inventory register, quality tested, loaded with software and then delivered to the member. A unique Monmouthshire ID label identifies the equipment and links to the inventory record. Equipment obtained directly by the Member should not be attached to the Council's equipment or network without prior approval but subject to that approval will be offered support provided that sufficient skill and knowledge of the equipment resides within Central ICT.

#### 4. User Support

The ICS section is structured to deal quickly and efficiently with problems and issues. This efficiency can only be achieved if members use the correct channels for reporting problems.

- **Help Desk** provides cover 08.00 to 18:00, Monday to Friday.
- All fault calls should be made to the Help Desk and not to individual members of ICT staff.
- All calls received will be entered onto a central Help Desk management system enabling monitoring, escalation and timely resolution of problems in accordance with established standards and targets.
- Equipment requiring repair work or hardware enhancement must be returned to the ICT Section for the work to be carried out.
- Support calls in response to use by third parties or for non-Council related business will assume a lower priority.
- Training is provided in the corporate standard office suite MS Office, Internet, E-mail usage, Calendar and general desktop good practice.

#### 5. Security

Security is essential to ensure that all desk top IT systems, including computer systems, network components and electronic data, are adequately protected from a range of threats.

The member is responsible for ensuring:-

- That no illegal or unlicensed software is installed on the PC.
- Unauthorised persons are not allowed access to County Council data.
- User IDs and passwords are kept secure.

The ICT Section is responsible for ensuring:-

- Back ups and physical security of any corporate or departmental servers administered by ICT and located in the computer suite.
- Administration and access control to the corporate Network, E-mail server, and Firewall.
- That files stored on the file servers are protected by up to date anti virus software.

Data Protection Policy statement

The Chief Internal Auditor will obtain and maintain all necessary data protection registrations, with registrations kept under regular review to ensure that all necessary amendments are promptly made.

Members holding or processing personal data must inform the Internal Audit Section, since that section performs the Data Protection Officer function for Monmouthshire Council and are responsible for registering the information on behalf of the Council.

## **6. E-Mail**

All e-mails must be treated in the same way as any other communication media belonging to the Council, since, when sending external e-mail, it is seen as "on behalf of Monmouthshire County Council".

The e-mail system must not be misused.

Examples of misuse include: -

- Forging of e-mails or attachments
- reading, deleting, copying or modifying the contents of another person's e-mail mailbox without their consent or appropriate authority
- sending insulting, harassing, obscene or threatening e-mail
- sending 'chain' e-mails.

A legal disclaimer for Monmouthshire County Council's protection automatically accompanies all external e-mail. Members are reminded that e-mail conversations can result in legally binding contracts being put in place.

Every e-mail message sent will display the sender's name and/or e-mail address. Individuals are responsible for all mail items sent under their User ID and must therefore utilise the password procedure and take care not to reveal their passwords.

All e-mails sent from the Council are checked for obscene and unacceptable language. Any mail items intercepted and found to be using obscene or unacceptable language will be referred to the Monitoring Officer for determination.

All e-mails shall adhere to the Data Protection Act and existing policies pertaining to release of information to the public. Any Member unsure about sending information that may breach the Data Protection Act, contains sensitive or confidential information, should check with Internal Audit prior to sending the e-mail. E-mail messages sent are not guaranteed to be private. They are not encrypted.

The Council's electronic mail resources shall not be used for commercial purposes that are not directly related to Council business. E-mail usage is monitored and daily logs are available for inspection by managers. Distribution of inappropriate software via e-mail is not allowed.

You should avoid using graphics in letterheads and memos when sent as attachments, as these take up unnecessary disk space when held in sent items folder and cause unnecessary traffic on the network and e-mail server.

## **Disclosure of Documents in Litigation**

There are specific considerations regarding disclosure of information that can apply in matters of dispute to e-mail messages. Members therefore need to read and comply with the appendix entitled "Disclosure", particularly those who are likely to become involved from time to time in disputes.

### **7. Internet/Intranet**

No member should have any expectation of privacy to his or her usage. The Council has software and systems in place that can monitor and record all usage. The security systems are capable of recording each site visited and each file transferred in and out of the network. The Council reserves the right to inspect any and all files stored in private areas of the network in order to assure compliance with policy.

The Council uses software to identify and bar inappropriate or sexually explicit Internet sites. If members find themselves connected to a site that contains sexually-explicit or offensive material, they must disconnect immediately, regardless of whether that site had been previously deemed acceptable by any screening or rating program and they should immediately inform the Head of Exchequer, Revenues and Information Services, providing details of the site address in order that it can be effectively barred.

Only those Internet Services and functions with legitimate business purposes will be enabled at the Internet firewall.

The Council retains the copyright to any material posted to any forum, news group, chat or World Wide Web page by any employee in the course of their duties.

The Council's Internet facilities and computing resources must not be used knowingly to violate the laws and regulations of the United Kingdom or any other country.

No member may use the Council's Internet facilities knowingly to download or distribute pirate software or data. No member may use the Council's Internet facilities to deliberately propagate any virus. No member may use the Council's Internet facilities knowingly to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.

### **FURTHER INFORMATION**

**If you have any queries with regard to this Policy please contact the Director of Technology led Transformation**

1. Disclosure is one of the most important stages in any litigation. Once pleadings have closed, the parties must “disclose” (provide to the other side) all *documentation*, which are *relevant* to the dispute in question.
2. The disclosure of such “documentation” covers not only documents, which support a party’s case, but also documents, which are against that case. Disclosure is a time consuming process. There is an obligation on both parties to search, identify and disclose *documents relevant to the dispute*. Legal advisers (both internal and external) are required to ensure compliance by its clients of these obligations. Non-compliance can attract penalties, including the payment of costs and, ultimately, the dismissal of a claim, a counter-claim or a defense.
3. Judges in the United States have already shown themselves to be tough on the disclosure of e-mail evidence. If you have hundreds of thousands of stored e-mails that need to be checked, the cost of searching through them is going to be very high and the judge is likely to have little sympathy.
4. There is an obligation on the parties to a dispute to *preserve documents* from the time such a dispute arises. Once a dispute arises it is therefore very dangerous to destroy documents (including copies) even in accordance with normal shredding procedures. Apart from the penalties, which might be imposed if the documents are destroyed after the obligation to give disclosure arises, adverse influences can be drawn from the absence of relevant documents (even more adverse than might have been drawn from their actual contents!).
5. Any company or organisation involved in a dispute or potential dispute must thus ensure that *all* of its employees are fully aware of the need to preserve relevant documents.
6. As far as the disclosure process is concerned, the term “document” is defined very widely and extends further than to just pieces of paper. All records of evidence or “*information intelligible to the senses or capable of being made so by equipment*” must be disclosed. This has historically included paper, faxes, computer programs, photographs, films and tapes.
7. The obligation of disclosure also now reaches out to embrace the use of electronic information. For example, as e-mails (both internal and external) are capable of being printed out as hard copies (that is in a tangible form) they are caught and are, if relevant, “disclosable” documents. They can be used in court proceedings in the same way as letters, faxes and memoranda. For example, in the Norwich Union case (July 1997), Western Provident obtained an order for defamatory e-mails in question to be preserved and handed over to its solicitors in hard copy form even before the Writ was served.
8. The potential of e-mail messages to be used as evidence in litigation is clear. Put in simple terms:
9. E-mails are potentially discoverable documents to which the opposing side may demand access if they are relevant and not privileged.

10. E-mails therefore are no different from any other form of documentation and can be used, for or against a party in litigation, if all other categories, which provide for disclosure, are met. There is thus no “magic” to the use of e-mails in the disclosure process. The only difference appears to be in the user’s perceptions of such use.
11. People tend to treat the use of e-mail differently: that is they treat it as more of a “chat” (which often results in “unguarded” comments being made), rather than necessarily creating either a legal relationship, or encouraging a party to enter into a legal relationship based on the contents of such an e-mail.
12. Moreover, pressing the “**delete**” button on your system is no guarantee that an offending or potentially problematic e-mail will just disappear. It is, on most occasions, likely to be easily recovered (as the message may continue to exist in a number of forms, in particular where the system carries out regular backup routines) and may well provide ammunition to the other side”.





**MONMOUTHSHIRE COUNTY COUNCIL**

**Minutes of the meeting of the Democratic Services Committee held at the Old Council Chamber, Shire Hall, Monmouth on Wednesday 16<sup>th</sup> January 2013 at 4.00 p.m.**

**PRESENT:** County Councillor A. Easson (Chairman)

County Councillors: P.R. Clarke, D.L. Edwards, D. Evans, R.G. Harris, S.G.M. Howarth, Mrs P. Jones, Mrs S. Jones, J.L. Prosser, Mrs V.E. Smith and Mrs S. White

**OFFICERS IN ATTENDANCE:**

Mr S.M.W. Andrews	-	Monitoring Officer
Mrs T. Harry	-	Head of Improvement and Democracy
Mr C. Edmunds	-	Democratic Services Officer
Mr P. Evans	-	Democratic Services Manager
Miss H. Ilett	-	Scrutiny Manager

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from County Councillor J. I. Marshall

**2. PUBLIC OPEN FORUM**

There were no issues raised by members of the public.

**3. DECLARATIONS OF INTEREST**

None received.

**4. CONFIRMATION OF MINUTES**

We resolved that the minutes of the meeting of the Committee held on 19<sup>th</sup> October 2012 be confirmed as a correct record and signed by the Chairman subject to the deletion of the sentence on page 4 'no scrutiny support had been provided at some meetings'.

**5. ANNUAL REPORTS FOR MEMBERS-TEMPLATE**

The Local Government (Wales) Measure 2011 required the Council to make arrangements to ensure that all their elected members are able to make an annual report on their council activities during the previous year. This included enabling any member of the council's executive to be able to report on their executive activities. Any reports produced by members must be published by the Council.

We received an annual report template produced by the Head of Improvement and Democracy which included the following headings:

- Appointment to outside bodies
- Role as a governor
- Select Committee
- Constituency matters
- Member of other committees
- Training and development
- Additional comments

**Minutes of the Democratic Services Committee  
dated 16<sup>th</sup> January 2013 - continued**

During a discussion the following issues were raised:

- The need to ensure appropriate publicity for these reports including a press release.
- The publication of an annual report, whilst good practice, was not a statutory requirement for all members.
- It was envisaged that reports would be published on the Council's website and would be of a maximum size of 2 or 3 sides A4.
- Under the paragraph relating to scrutiny it might be appropriate to include detail of the reviews in which the member had taken part.

We resolved that a report be submitted to the Council meeting on 28<sup>th</sup> February 2013 recommending the adoption of the annual reporting template including the suggestions referred to above, and that in the meantime the template be circulated to all members of the council for comment.

## **6. REVIEW OF THE CONSTITUTION**

The Committee had previously identified the need for a review of the County Council's constitution and received the following extracts from the constitution:

- Select Committee Procedure Rules
- Budget and Policy Framework Procedure Rules

The Monitoring Officer reported that a revised version of the Welsh Model constitution was being prepared on behalf of The Association of Council Secretaries and Solicitors and which might be available for adoption by the Council at its Annual Meeting.

A debate took place about the feasibility of the committee amending the current constitution section by section, notwithstanding the fact that the new model constitution was imminent.

We resolved that the Political Group Leaders be invited to comment on those aspects of the existing constitution which members of the Council most wished to see revised, with a view to incorporating any such suggestions when the new model constitution is considered if necessary at a special meeting of the Committee.

## **7. REVIEW OF MEMBERS' ICT**

All members had been invited to submit views on the Council's ICT provision and the Democratic Services Manager provided informal feedback based on the number of replies (19) received to date.

There were mixed views on whether the current support provided by the Council met the business needs of members with some members agreeing that it did whilst others felt that the equipment and availability of support should be improved.

**Minutes of the Democratic Services Committee  
dated 16<sup>th</sup> January 2013 - continued**

There was a general recognition of importance of ICT for the way members now work and a preference for IT devices that would provide greater portability and accessibility for members e.g. to be able to access emails 'on the go'.

A number of members had requested assistance with the management of electronic files and some persistent technical problems had been identified including the requirement to review passwords.

The Head of Improvement and Democracy reported that arrangements would be made shortly for members to have their laptops encrypted and at the same time provide further training e.g. on file management; security of data; and other issues. It was envisaged that Democratic Services staff would be able to act as filters for members' ICT queries.

During a discussion the following issues were raised:

- The need for training and equipment to be tailored to the needs of individual councillors, as members worked in different ways and had different levels of IT expertise.
- The need for social media training which the WLGA were offering; details would be circulated to members.
- Concern at the volume of emails received by members. Arrangements were in hand to colour code emails to highlight different categories, but concerns were raised that coloured pixels could damage eyesight.
- Some members took the view that there was a need for a fundamental review of ICT provision and the Chairman of the Economy and Development Select Committee, County Councillor J.P. Prosser stated that he would be asking his Committee to review the SRS.

We resolved that the position be noted pending a further report following the return of outstanding ICT surveys.

**8. DATE, TIME AND BUSINESS OF FUTURE MEETINGS**

We resolved that meetings of the Committee be held as follows to include reports on the Council Diary for 2013/14 and the payment of a senior salary to the Chairman of the committee:

- Thursday 7<sup>th</sup> February 2013 at 4.00pm at Magor
- Wednesday 10<sup>th</sup> April 2013 at 4.00pm at Magor

**The meeting ended at 5.46 p.m.**



**REPORT**

**SUBJECT:            Developing the Work Programme**

**MEETING:         Democratic Services Committee**

**DATE:                18<sup>th</sup> July 2012**

**1.    PURPOSE:**

To consider the role of the Democratic Services Committee.

**2.    RECOMMENDATIONS:**

Members consider the terms of reference of the Democratic Services Committee as outlined in the guidance associated with the Local Government Measure and consider expanding this role in order to improve the democratic function of the council.

**3    KEY ISSUES:**

The Local Government (Wales) Measure 2011 required the Council to appoint a Democratic Services Committee. The statutory role of the new committee, as per the guidance, is limited to that of appointing the statutory role of Head of Democracy, based on a recommendation from the Chief Executive, and ensuring that the resources available to support the democratic function are sufficient, reporting to full council in this regard.

The guidance does not make any other suggestions regarding work load and indicates that frequency of meetings is at the discretion of the committee. If the committee fulfilled the role as identified then this could be achieved in one further meeting where both items are considered. However at the first council meeting, of the new administration, members asked that the DSC explore the issue of payment to members for expenses incurred on constituency business. In addition there are potentially other matters pertinent to the democratic function that could be considered by the committee for example member development that would expand the role of the committee, with the objective of improving the democratic function.

**4. REASONS:**

The Democratic Services Committee must establish its Terms of Reference in line with the guidance associated with the local Government Measure 2011.

**5. RESOURCE IMPLICATIONS:**

There are no resource implications associated with the content of this report

**6. SUSTAINABILITY AND EQUALITY IMPACT**

There are no sustainability impacts associated with this report. There is no significant equality impact associated with the content of this report

**7. AUTHOR:**

Tracey Harry – Head of Improvement and Democracy

**8. CONTACT DETAILS:**

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## **MONMOUTHSHIRE COUNTY COUNCIL**

**Minutes of the Democratic Services Committee held at  
the Ebenezer Baptist Church, Magor on Wednesday 18<sup>th</sup> July 2012 at 10.00a.m.**

**PRESENT:** County Councillor A. Easson (Chairman)

County Councillors: D.L. Edwards, D. Evans, R.G. Harris, S.G.M. Howarth, P. Jones, S. Jones, J.L. Prosser and V.E. Smith.

### **OFFICERS IN ATTENDANCE:**

Mrs T. Harry	-	Head of Improvement and Democracy
Mr P. Evans	-	Democratic Services Manager
Mrs S. King	-	Democratic Services Officer

### **1. CHAIRMAN**

We noted the appointment of County Councillor A. Easson as Chairman of the Democratic Services Committee.

### **2. APPOINTMENT OF VICE-CHAIRMAN**

We appointed County Councillor D. Evans as Vice-Chairman of the Democratic Services Committee.

### **3. APOLOGIES FOR ABSENCE**

Apologies for absence were received from County Councillors P.R. Clarke and S. White.

### **4. PUBLIC OPEN FORUM**

There were no issues raised by members of the public.

### **5. DECLARATIONS OF INTEREST**

There were no declarations of interest raised by members.

### **6. DEVELOPING THE WORK PROGRAMME**

We received a report from the Head of Democracy and Improvement which provided an outline of guidance associated with the Local Government Measure, in relation to the terms of reference for the Democratic Services Committee.

The Local Government (Wales) Measure 2011 statutory guidance required the council to appoint a Democratic Services Committee to perform the following roles:

- Carry out the local authority's function of designating the Head of Democratic Services;

**Minutes of the Democratic Services Committee  
dated 18<sup>th</sup> July 2012 - continued**

- Keep under review the provision of staff, accommodation and other resources made available to the Head of Democratic Services, in order to ensure that it is adequate for the responsibilities of the post;
- Make reports to the full council in relation to these matters.

It was highlighted that the role of the committee would be to support the democratic function in Monmouthshire. The committee were asked to consider whether to undertake the role as per the guidance or to expand the role and consider additional issues, in order to improve the democratic function of the council.

## **7. ROLE OF DEMOCRATIC SERVICES COMMITTEE**

The committee were invited to discuss the role of the Democratic Services Committee and discussion points were noted as follows:

- Members requested a copy of the measure and were advised that guidance relating to the Democratic Services committee had been distributed and was contained within four pages.
- Important to ensure that the role of non-executive members was fully supported and developed.
- One role to designate Head of Democratic Services, as a result of a report from the Chief Executive.
- Increase awareness of any issues that may arise in relation to the democratic function.
- More engagement with work of the Executive, through consideration of the forward planner and improved scrutiny.
- Vital role for scrutiny to influence Council and assist strategic development.
- Engaging new people and younger members, through an understanding of the member role and increased connection with the public.
- Member development and training.
- The committee requested a copy of the summary of guidance from the Minister.
- Since the closure of County Hall, there was a feeling of disengagement among members and they greatly anticipated the completion of the new headquarters which would assist in undertaking roles as elected members at a centralised base.
- The committee requested an update in relation to the diary and photo sheet of all members. We were advised that both were expected in the near future.
- A member requested copies of the Council structure and officer jobs. Along with a hard copy of the telephone directory and lead officer job descriptions.
- It was suggested that the committee could review the role of councillors and submit a report to the Minister in relation to the public perception of Councillors and where roles could be improved. This issue could improve links/engagement between the authority and the Minister and the public.
- One member highlighted that the number of call-ins had increased and that a more definitive process/structure was required, particularly after the call-in had been considered at a select committee.
- It was requested that a report could be written regarding the Cabinet report call in process.



**Minutes of the Democratic Services Committee  
dated 18<sup>th</sup> July 2012 - continued**

- The measure encouraged individual members to produce an annual report.
- Newer members felt it may be beneficial for a mentorship programme.
- Increased site visits, more informal settings.
- Highlighted importance of area committees.
- Discussions were held regarding supply of printers to new members, it was suggested that the committee could look into the wider IT policy.
- Members requested a copy of the Democratic Services structure, prior to designating the Head of Democratic Services.
- Important to encourage Councillors to advise/highlight to the committee issues that could be improved.
- It was noted that the committee had been allocated to look into expenses incurred and that a copy of the current scheme of allowances would be required.

In summing up, the Chairman identified potential issues to be included within the remit of the committee, these were noted as follows:

- Designating Head of Democratic Services
- Member Development
- IT provision
- Expenses incurred during constituent business
- Issues within the measure i.e. annual reports, family absence
- Items reported by other Councillors

We recommended to the Council that the terms of reference of the Democratic Services Committee be expanded to include the following:

- Fully support non-executive role of councillors.
- Undertake pieces of work aimed at improving the democratic function, in line with the ethos of the Local Government Measure 2011.
- Job description for elected members and improved clarity, transparency and public engagement.
- Review of ICT policy for members.

## **8. DATES AND TIMES OF FUTURE MEETINGS**

We resolved that the next meeting would be held at 4.00pm and a date would be selected in September, in accordance with availability of the Chief Executive report and Council Diary.

The Chairman advised that the Committee should be flexible in setting dates and times of future meetings.

**The meeting ended at 11.25 a.m.**



Item	Purpose	Reporting Arrangements
<b>Annual Reports for members</b>	To help members to report their achievements and activities during the year as required under the Local Government (Wales) Measure.	16 <sup>th</sup> January 2013(Committee) and 28 <sup>th</sup> February 2013(Council)
<b>Payment of mileage allowances for constituency responsibilities</b>	To consider a scheme for payment of mileage to members for constituency responsibilities.	7 <sup>th</sup> February 2013 10 June 2013 4 <sup>th</sup> November 2013
<b>Job description for elected members</b>	To improve clarity, transparency and public engagement. Agreed to recommend a role description to full Council	10 <sup>th</sup> June 2013
<b>Review of ICT policy for members.</b>	At the meeting of the committee held on 16 <sup>th</sup> January 2013, we considered the 19 responses so far received from members and we resolved that the position be noted pending a further report following the return of outstanding ICT surveys.	23 <sup>rd</sup> September 2013
<b>Paperless meetings</b>	To discuss implementation of Council decision to move to paperless meetings	10 <sup>th</sup> June 2013 3 <sup>rd</sup> February 2014
<b>Monmouthshire County Council Constitution</b>	At the meeting of the committee held on 16 <sup>th</sup> January 2013, we resolved that the Political Group Leaders be invited to comment on those aspects of the existing constitution which members of the Council most wished to see revised, with a view to incorporating any such suggestions when the new model constitution is considered if necessary at a special meeting of the Committee.	4 <sup>th</sup> November 2013 (Pages 1-55)  Ongoing project plan

**Democratic Services Committee Work Programme 2013/14**

<p><b>Family Absence for members</b></p>	<p>Welsh Government Consultation</p>	<p>10<sup>th</sup> April 2013</p>
<p><b>Survey of candidates</b></p>	<p>To review the outcome of the survey carried out in 2012</p>	<p>23<sup>rd</sup> September 2013</p>
<p><b>Wales Charter for Member Support and Development</b></p>	<p>To draw up proposals for member development and support in line with the “Wales Charter for Member Support and Development”</p>	<p>3<sup>rd</sup> February 2014</p>
<p><b>On-going Items:</b></p> <p><b>Scrutiny</b> - We resolved that the Democratic Services Committee be asked to prepare a report on the way forward for the Scrutiny function and the Scrutiny committees, taking account of the report to be produced by the Wales Audit Office, and report back to Council this year(reference from Council 10<sup>th</sup> January 2013)</p> <p><b>Fully support non-executive role of councillors.</b></p> <p><b>Undertake pieces of work aimed at improving the democratic function, in line with the ethos of the Local Government Measure 2011.</b></p>		
<p><b>Dates of meetings:</b>  <b>10<sup>th</sup> April 2013</b>  <b>10th June 2013</b>  <b>15th July 2013</b>  <b>23rd September 2013</b>  <b>4th November 2013</b>  <b>16th December 2013</b>  <b>3rd February 2014</b>  <b>17th March 2014</b></p>		