

# Public Document Pack



Neuadd y Sir  
Y Rhadyr  
Brynbuga  
NP15 1GA

County Hall  
Rhadyr  
Usk  
NP15 1GA

Friday, 17 June 2016

## Notice of meeting:

### Democratic Services Committee

Monday, 27th June, 2016 at 2.00 pm,  
Council Chamber - Council Chamber

### AGENDA

Item No	Item	Pages
1.	To note the appointment of the Chair	
2.	To appoint a Vice Chair	
3.	Apologies for absence	
4.	Public Open Forum	
5.	Declarations of interest	
6.	To confirm and sign the minutes of the previous meeting.	1 - 2
7.	Designation of the Head of Democracy	3 - 4
8.	<b>To discuss the future work programme of the Democratic Services Committee:</b>  Areas for consideration: <ul style="list-style-type: none"><li>• Developing a clear and relevant work programme to ensure that enabling democratic engagement and supporting members is central and not peripheral to the Council.</li><li>• Developing an innovative programme of activity to increase awareness and engagement in local democracy leading up to the local elections in May 2017.</li><li>• Diversity in democracy - including awareness/support for prospective Town and Community and County Councillors.</li><li>• Developing a bespoke induction programme for newly elected members post 2017.</li></ul>	

<b>9.</b>	<b>To consider current scrutiny arrangements and make recommendations for the next term</b>	
<b>10.</b>	<b>To receive an update on technical issues</b>	
<b>11.</b>	<b>To confirm the date and time of the next meeting as Monday 17th October 2016 at 2.00pm</b>	

**Paul Matthews**

**Chief Executive / Prif Weithredwr**

MONMOUTHSHIRE COUNTY COUNCIL  
CYNGOR SIR FYNWY

THE CONSTITUTION OF THE COMMITTEE IS AS FOLLOWS:

County Councillors:

D. Evans  
R. Harris  
P. Clarke  
D. Edwards  
J. Higginson  
P. Jones  
S. Jones  
J. Marshall  
J. Prosser  
V. Smith  
F. Taylor  
A. Webb

## Public Information

### Access to paper copies of agendas and reports

A copy of this agenda and relevant reports can be made available to members of the public attending a meeting by requesting a copy from Democratic Services on 01633 644219. Please note that we must receive 24 hours notice prior to the meeting in order to provide you with a hard copy of this agenda.

### Watch this meeting online

This meeting can be viewed online either live or following the meeting by visiting [www.monmouthshire.gov.uk](http://www.monmouthshire.gov.uk) or by visiting our Youtube page by searching MonmouthshireCC.

### Welsh Language

The Council welcomes contributions from members of the public through the medium of Welsh or English. We respectfully ask that you provide us with adequate notice to accommodate your needs.

# Aims and Values of Monmouthshire County Council

## Sustainable and Resilient Communities

### Outcomes we are working towards

#### **Nobody Is Left Behind**

- Older people are able to live their good life
- People have access to appropriate and affordable housing
- People have good access and mobility

#### **People Are Confident, Capable and Involved**

- People's lives are not affected by alcohol and drug misuse
- Families are supported
- People feel safe

#### **Our County Thrives**

- Business and enterprise
- People have access to practical and flexible learning
- People protect and enhance the environment

### Our priorities

- Schools
- Protection of vulnerable people
- Supporting Business and Job Creation
- Maintaining locally accessible services

### Our 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.

# Nodau a Gwerthoedd Cyngor Sir Fynwy

## Cymunedau Cynaliadwy a Chryf

### Canlyniadau y gweithiwn i'w cyflawni

#### Neb yn cael ei adael ar ôl

- Gall pobl hŷn fyw bywyd da
- Pobl â mynediad i dai addas a fforddiadwy
- Pobl â mynediad a symudedd da

#### Pobl yn hyderus, galluog ac yn cymryd rhan

- Camddefnyddio alcohol a chyffuriau ddim yn effeithio ar fywydau pobl
- Teuluoedd yn cael eu cefnogi
- Pobl yn teimlo'n ddiogel

#### Ein sir yn ffynnu

- Busnes a menter
- Pobl â mynediad i ddysgu ymarferol a hyblyg
- Pobl yn diogelu ac yn cyfoethogi'r amgylchedd

### Ein blaenoriaethau

- Ysgolion
- Diogelu pobl agored i niwed
- Cefnogi busnes a chreu swyddi
- Cynnal gwasanaethau sy'n hygyrch yn lleol

### Ein gwerthoedd

- **Bod yn agored:** anelwn fod yn agored ac onest i ddatblygu perthnasoedd ymddiriedus
- **Tegwch:** anelwn ddarparu dewis teg, cyfleoedd a phrofiadau a dod yn sefydliad a adeiladwyd ar barch un at y llall.
- **Hyblygrwydd:** anelwn fod yn hyblyg yn ein syniadau a'n gweithredoedd i ddod yn sefydliad effeithlon ac effeithiol.
- **Gwaith tîm:** anelwn gydweithio i rannu ein llwyddiannau a'n methiannau drwy adeiladu ar ein cryfderau a chefnogi ein gilydd i gyflawni ein nodau.

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# Public Document Pack **Agenda Item 6**

## MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the meeting of Democratic Services Committee held  
at County Hall, The Rhadyr, Usk, NP15 1GA on Monday, 21st March, 2016 at 2.00 pm**

**PRESENT:** County Councillor D. Evans (Chairman)  
County Councillor R. Harris (Vice Chairman)

County Councillors: J. Higginson, S. Jones, J. Prosser, V. Smith and  
F. Taylor

### **OFFICERS IN ATTENDANCE:**

Tracey Harry	Head of Democracy and Regulatory Services
John Pearson	Local Democracy Manager
Richard Williams	Democratic Services Officer

### **APOLOGIES:**

County Councillors P. Clarke, D. Edwards, P. Jones and A. Webb

#### **1. Declarations of Interest**

There were no declarations of Interest made by Members.

#### **2. Confirmation of minutes**

The minutes of the Democratic Services Committee meeting held on 26<sup>th</sup> January 2016 were confirmed and signed by the Chairman subject to the following amendment:

County Councillor R.J. Higginson had sent his apologies for this meeting.

In doing so, it was noted that:

- The Members Role Description was to be circulated but this had not been done.
- The LSB will be shown in the Council Diary as the Public Service Board Scrutiny.

#### **3. List of Actions from the previous meeting**

We received a list of actions arising from the Democratic Services Committee Meeting on 26<sup>th</sup> January 2016. In doing so, the following points were noted:

- The sound settings in the Council Chamber had been checked and issues had been addressed.
- The Communications Team had been asked to make a video regarding good microphone usage within the Council Chamber.

## MONMOUTHSHIRE COUNTY COUNCIL

### **Minutes of the meeting of Democratic Services Committee held at County Hall, The Rhadyr, Usk, NP15 1GA on Monday, 21st March, 2016 at 2.00 pm**

- The induction information for new Members, outlined in the previous action list, had not been presented to the Committee. Neither has information regarding Members' role description been circulated. Clear timescales were required.
- The training package for new Members was being reviewed by the WLGA. This will be discussed on an all Wales basis before it is tailored for Monmouthshire County Council's new Members in 2017. Members' have been given an opportunity to respond to the document with the consultation period ending in March 2016. The document will be presented to a future meeting of the Democratic Services Committee.

Members considered that this matter had already been discussed at a previous meeting and had therefore not added any further information.

The Local Democracy Manager informed Members that Local Democracy Week was being held in October 2016 and it will be at this event that Members of the public will be encouraged to stand for the local Elections in 2017. All authorities across Wales, with the aid of the WLGA, will be promoting the local elections in 2017.

- There is a dedicated Welsh Government Team looking at the Local Democracy and Diversity issues. The Head of Democracy and Regulatory Services would invite the team to the next Democratic Services Committee meeting to outline what they are doing regarding this matter.
- In response to an issue raised by a Member of the Committee regarding new members of staff not being aware of the political process of the Council, the Head of Democracy and Regulatory Services stated that a seminar could be held during Local Democracy Week for staff to attend or could view via live stream in which Members would be invited to address staff to explain their role as a County Councillor. County Councillor F. Taylor stated that she would be willing to address staff in this way.
- It was noted that Officer training was provided for officers who regularly attend and present reports to Member meetings. It was noted that select committee meetings generally have a good working relationship with officers when presenting reports.

We resolved that the following items be presented to the next Democratic Services Committee Meeting:

- Induction training for new Members.
- The Welsh Government Team that is looking at the Local Democracy and Diversity issues to be invited to attend the next meeting.



## **MONMOUTHSHIRE COUNTY COUNCIL**

**Minutes of the meeting of Democratic Services Committee held  
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### **4. Members' online library**

We received a verbal update by the Local Democracy Manager regarding the Members' Online library. In doing so, the following points were noted:

- Democratic Services is looking to create a home page on the Hub (currently under construction) for officers and Members, creating easy links for all to use when accessing / inputting information into Democratic Services. Members will be able to upload information to their site on the Hub via the Intranet.
- The home page could be operational in September 2016 and training for Members would be provided.
- Information via Modern.Gov is currently available on the Hub for Members via their laptops but the Hub is not compatible with Members' I Pads.
- In response to a question raised by a Committee Member regarding difficulty searching for information via the Hub, it was noted that the Performance Team could provide a dashboard on the Hub specific to the Member to allow specific information to be received.

We resolved to receive the update and noted its content.

### **5. Draft protocol for dealing with Council Motions**

We received a verbal update from the Head of Democracy and Regulatory Services regarding the draft protocol for dealing with Council Motions. In doing so, the following points were noted:

- When a motion is carried it was considered that a lead officer / responsible officer needed to be identified and added to the paper so that the Member might go back to that person to ascertain progress regarding the matter.
- A Motions tab could be added to the Hub.

We resolved to receive the report and noted its content.

### **6. Frequency of Democratic Services Meetings**

We received a verbal update regarding the frequency of meetings for the Democratic Services Committee. In doing so, the following points were noted:

- One Member considered that the Democratic Services Committee needed to meet more frequently than on a quarterly basis in order to address the Committee's business and it was considered that the Independent Remuneration Panel report should have been presented to the Democratic Services Committee for consideration.

## **MONMOUTHSHIRE COUNTY COUNCIL**

### **Minutes of the meeting of Democratic Services Committee held at County Hall, The Rhadyr, Usk, NP15 1GA on Monday, 21st March, 2016 at 2.00 pm**

- It was noted that many Members were not using their allowances and it was considered that it was up to the Democratic Services Committee to address this matter. The Head of Democracy and Regulatory Services stated that Members' allowances had never been considered previously by the Democratic Services Committee. Instead, it had been presented to Full Council for debate.
- Another Member considered that the Democratic Services Committee's remit was to put mechanisms in place to ensure that the democratic process was adhered to. The frequency of meeting should remain quarterly with the Chairman's discretion to call a special meeting if required.

We resolved to receive the update and noted its content.

#### **7. Next Meeting**

We noted that the next meeting would be held on 27<sup>th</sup> June 2016 at 2.00pm.

**The meeting ended at 2.55pm.**

<b>SUBJECT:</b>	<b>Designation of Head of Democracy</b>
<b>MEETING:</b>	<b>Democratic Services Committee</b>
<b>DATE:</b>	<b>27<sup>th</sup> June 2016</b>
<b>DIVISION/WARDS AFFECTED:</b>	<b>ALL</b>

**1. PURPOSE:**

To comply with the requirements of the Local Government (Wales) Measure 2011 with regard to the requirement to designate an officer to undertake the statutory role of Head of Democratic Services following the recent senior leadership restructure.

**2. RECOMMENDATIONS:**

That the Head of Governance, Improvement and Engagement be designated as Head of Democratic Services for the purposes of the Local Government (Wales) Measure 2011.

**3. KEY ISSUES:**

A Measure is a piece of law made by the Welsh Assembly. It has similar effect to an Act of Parliament. The Assembly is able to pass Measures on any "matter" on which power to legislate has been devolved to it by the UK Government.

The purpose of the Measure is to make provision to strengthen the structures and working of local government in Wales at all levels and to ensure that local Councils reach out to, and engage with, all sectors of the community they serve. The Measure consists of 179 sections and is extremely wide-ranging.

**4. REASONS:**

One of the requirements of Measure 2011 required local authorities to establish a Democratic Services Committee and for that Committee to designate an Officer as Head of Democratic Services.

The composition and terms of reference of the Democratic Services Committee were agreed at the Annual Meeting of Council on 12<sup>th</sup> May 2016. The Head of Democratic Services designation will be a statutory role to undertake the functions set out on the Measure. In summary the functions will include:

- Providing support and advice (particularly in relation to the functions of Scrutiny Committees and the Democratic Services Committee)
  - to the Authority in relation to its meetings
  - to committees of the Authority and members of committees
  - to any joint committee which the Local Authority is responsible for Organising and the members of that committee
  - in relation to the functions of Scrutiny Committees, to all Members / Officers

- to each member of the Authority carrying out the role of member
- Promoting the role of the Council's Scrutiny Committees
- Preparing reports and recommendations in respect of resources required to discharge Democratic Services functions.

The designation of the Head of Democratic Services is required under the Measure to be considered and approved by the Democratic Services Committee and on the basis of a recommendation from the Head of Paid Service.

**5. RESOURCE IMPLICATIONS:**

This post will continue to be core funded.

**6. WELLBEING OF FUTURE GENERATIONS IMPLICATIONS (INCORPORATING EQUALITIES, SUSTAINABILITY, SAFEGUARDING AND CORPORATE PARENTING)**

There are no considerations with this re-designation of the role of Head of Democratic Services.

**7. CONSULTEES:**

SLT & Cabinet through the Cabinet consideration of the Senior Leadership restructure.

**8. BACKGROUND PAPERS:**

None

**9. AUTHOR:**

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Chief Executive

**10. CONTACT DETAILS:**

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