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Neuadd y Sir
Y Rhadyr
Brynbuga
NP15 1GA

County Hall
Rhadyr
Usk
NP15 1GA

Friday, 11 March 2016

Notice of meeting / Hysbysiad o gyfarfod:

Democratic Services Committee

**Monday, 21st March, 2016 at 2.00 pm,
Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA**

AGENDA

Item No	Item	Pages
1.	Apologies for Absence.	
2.	Declarations of Interest.	
3.	To confirm the minutes of the previous meeting.	1 - 4
4.	List of Actions.	5 - 6
5.	Members on line library.	
6.	Draft protocol for dealing with Council Motions.	7 - 8
7.	Frequency of Democratic Services Meetings.	

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
P. Jones
J. Higginson
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 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.

Public Document Pack Agenda Item 3

MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the meeting of Democratic Services Committee held
at Conference Room on Tuesday, 26th January, 2016 at 1.00 pm**

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

County Councillors: P. Clarke, P. Jones, J. Prosser, V. Smith,
F. Taylor and A. Webb

OFFICERS IN ATTENDANCE:

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

APOLOGIES:

Councillors D. Edwards and S. Jones

1. Declarations of interest

There were no declarations of interest made by Members.

2. Minutes of previous meeting

We resolved that the minutes of the Democratic Services Committee Meeting held on 19th October 2015 be confirmed and signed as an accurate record.

In doing so, we resolved that an action sheet should be produced following these meetings, as undertaken following previous meetings.

3. Induction and Information for new members - WLGA consultation

We received a report in which the Head of Democracy and Regulatory Services provided the Committee with an update regarding induction for new Members in 2017 following local elections.

In doing so, the following points were noted:

- An induction programme would be beneficial for new Members.
- Sessions could be held to allow experienced Members to contribute and support new Members.
- Providing new Members with a 'buddy' is a useful and informal way of helping new Members after they have been elected.
- Consideration should be given to supporting Members who also work.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Democratic Services Committee held at Conference Room on Tuesday, 26th January, 2016 at 1.00 pm

- Potential candidates and existing Members would be provided with a seminar outlining the duties of a County Councillor and any potential changes to their duties. This could be held in October 2016 during Local Democracy Week.
- The Local Government Bill is proposing to increase the performance management of Members and is proposing that Members hold surgeries. A seminar for all Members is being held on 27th January 2016 the Local Government Bill.
- A Member role description had been agreed by the Democratic Services Committee. This would be circulated to the Committee whereby Members could send their comments to the Head of Democracy and Regulatory Services.

We resolved that the Head of Democracy and Regulatory Services would present a further report to the Democratic Services Committee regarding Induction for New Members in 2017.

4. Live Streaming

The Head of Democracy and Regulatory Services provided the Committee with a verbal update regarding Live Streaming. In doing so, the following points were noted:

- The live streaming system used by Monmouthshire County Council is free. Other Authorities use Public Eye which is costly to use. Concern had been expressed regarding delays in meetings where agenda items containing exempt information required the live stream to be switched off during a meeting if that item was considered during the meeting and not at the end. It was therefore considered that agenda items containing exempt information should be placed on agendas as the final item and considered at the end of the meetings.
- A reminder would be despatched to all members outlining microphone management in the Council Chamber. Officers would also check sound settings at the beginning of each meeting to ensure volume levels were adequate.
- A training model could be established to demonstrate good microphone management which would be beneficial to existing and new Members.

We resolved to receive the verbal update and noted the points raised.

5. Draft Diary 2016/17

We received the draft Council Diary for 2016 – 17.

In doing so, the following points were noted:

- The diary would be amended to accommodate Members' Seminars. The Forward Planner would aid in identifying the need for such seminars.
- The CCTV Committee meetings would be added to the diary.
- Local Service Board Scrutiny Meetings meet quarterly and would be added to the Council Diary.

We resolved to agree the draft Council Diary subject to the additional items being added, as identified in the bullet points.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of Democratic Services Committee held at Conference Room on Tuesday, 26th January, 2016 at 1.00 pm

6. Election Boundaries 2017

We received a letter from Leighton Andrews AM, Minister for Public Services, which responded to a letter from Monmouthshire County Council's Chief Executive regarding the Electoral Review conducted for Monmouthshire. In doing so, it was noted that the Minister had decided not to implement the electoral order for Monmouthshire.

On behalf of the Committee, the Chairman thanked the Local Democracy Manager for the work that he has undertaken in respect of this matter.

7. Frequency of Democratic Services meetings

We discussed the frequency of Democratic Services Committee meetings.

We resolved that:

- (i) the next meeting, scheduled to be held on 8th February 2016, be cancelled;
- (ii) future meetings be held on a quarterly basis.

In response to issues raised by the Committee, the following points were noted:

- County Councillors would be able to continue to serve on both County and Community Councils.
- The Head of Democracy and Regulatory Services would be presenting a report to the next meeting outlining the process members must adhere to in respect of Motions submitted to council meetings.

The meeting ended at 2.07 pm

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**Democratic Services Actions
January 2016**

Minute Item	Subject	Officer	Outcome	Status	Timescales
3.	Induction information for new Members	T. Harry	Provide a further report to the Committee.		Next meeting of the committee.
4.	Live Streaming	J. Pearson / S. King	Agenda items containing exempt information should be put on agendas as the final items.		For future committee meetings.
		J. Pearson / S. King	A reminder to be sent to all Members outlining microphone management in the Council Chamber. Establish a training model for Members.		
		J. Pearson / S. King	Check sound settings in the Chamber before the commencement of each meeting.		
5.	Draft Diary 2016/17	J. Pearson / S. King	Amend draft diary to include: <ul style="list-style-type: none"> • Members' seminars. • CCTV Committee Meetings. • Local Service Board Scrutiny Meetings. 		

**Democratic Services Actions
January 2016**

7.	Frequency of Democratic Services Meetings	J. Pearson / S. King	Future Democratic Services Committee Meetings to meet quarterly. (Cancel next scheduled meeting on 8 th February 2016).	
		T. Harry	Present a report to the Committee regarding the process for submitting Motions to Council.	Next meeting of the committee.



REPORT

SUBJECT:	DRAFT PROTOCOL FOR DEALING WITH COUNCIL MOTIONS
MEETING:	DEMOCRATIC SERVICES COMMITTEE
DATE:	MARCH 2016
DIVISION/WARDS AFFECTED:	N/A

1. PURPOSE

To seek member agreement to the proposed protocol for dealing with motions considered by full council.

2. RECOMMENDATIONS

Members consider the proposed protocol for dealing with motions to council and subject to agreement recommend the protocol to full council for discussion, and if agreed, inclusion in the council's constitution.

3. KEY ISSUES

Under the council's constitution members are able to put a motion to council which is then open to debate, potential amendment and finally, unless withdrawn, a motion is put to the vote. On being placed to the vote a motion can be carried or not. If a motion is carried then an action will be required.

The action is currently not formally captured, monitored and reported back to council and on occasions members are not informed regarding the outcome.

4. PROPOSED PROTOCOL

It is proposed that any motion that is carried, and associated action is captured in the action notes of council and reported back to subsequent council until such time as the action is completed and is recorded as such.

In addition a motion log is set up to capture details of all motions, the originator of the motion, the date the motion was considered, details of the final motion, outlining any amendments, on which a vote was taken and the relevant actions agreed and completed, and the date of completion. The log will be placed in the democratic services element of the hub under a section called Motions to Council

5. REASONS

Members were concerned that it is not always clear what happens to actions that come out of any motions carried by Council

6. AUTHOR

Tracey Harry, Head of Democracy and Regulatory Services

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