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Bridgend County Borough Council
Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr



Civic Offices, Angel Street, Bridgend, CF31 4WB / Swyddfeydd Dinesig, Stryd yr Angel, Pen-y-bont, CF31 4WB

Legal and Regulatory Services /
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Ask for / Gofynnwch am: Sarah Daniel

Our ref / Ein cyf:
Your ref / Eich cyf:

Date / Dyddiad: 21 May 2015

Dear Councillor,

DEMOCRATIC SERVICES COMMITTEE

A meeting of the Democratic Services Committee will be held in Committee Rooms 2/3, Civic Offices, Angel Street, Bridgend, CF31 4WB on **Thursday, 28 May 2015 at 2.00 pm.**

AGENDA

1. Apologies for Absence
To receive apologies for absence (to include reasons, where appropriate) from Members/Officers.
2. Declarations of Interests
To receive declarations of personal and prejudicial interest (if any) from Members/Officers in accordance with the provisions of the Members' Code of Conduct adopted by the Council from 1 September 2008.
3. Approval of Minutes 3 - 6
To receive for approval, the minutes of the previous meeting held on 19 February 2015
4. Webcasting Of Council Meetings 7 - 10
5. Outcomes of Member Surveys 11 - 16
6. Service and Performance Updates 17 - 22
7. Urgent Items
To consider any item(s) of business in respect of which notice has been given in accordance with Part 4 (paragraph 4) of the Council Procedure Rules and which the person presiding at the meeting is of the opinion should by reason of special circumstances be transacted at the meeting as a matter of urgency.

Yours faithfully

P A Jolley

Assistant Chief Executive Legal and Regulatory Services

Distribution:

Councillors:

DK Edwards
N Farr
CA Green
P James

Councillors

RM James
RC Jones
JR McCarthy
M Reeves

Councillors

G Thomas
JH Tildesley MBE
E Venables

MINUTES OF A MEETING OF THE DEMOCRATIC SERVICES COMMITTEE HELD IN COMMITTEE ROOM 2/3, CIVIC OFFICES, ANGEL STREET, BRIDGEND ON THURSDAY, 19 FEBRUARY 2015 AT 2.00PM

Present:

Councillor J H Tildesley MBE - Chairperson

<u>Councillors</u>	<u>Councillors</u>
DK Edwards	J R McCarthy
C A Green	M Reeves
P James	C E Smith
R C Jones	R E Young

Officers:

G P Jones - Head of Democratic Services

76 APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr E Venables due to childcare commitments.

77 MINUTES OF PREVIOUS MEETINGS

RESOLVED: That the minutes of a meeting of the Democratic Services Committee held on the 2 October were approved as a true and accurate record subject to the inclusion of the apologies for Cllr DK Edwards who was on holiday and the removal of Cllr CE Smith as being in attendance.

78 DECLARATIONS OF INTEREST

None.

79 SERVICE AND PERFORMANCE UPDATES

The Head of Democratic Services presented a report to advise the Committee on the performance and updates relating to the services provided to Elected Members.

He advised that the re-structure of Legal & Democratic Services which had taken place in order to meet the requirements of the Medium Term Financial Strategy (MTFS) was ongoing and outlined the changes. He explained that all committees were being requested to reduce the number of committee meeting where possible to assist in the achievement of the budget savings for the forthcoming year. He requested the views of the committee in respect of reducing the number of its meeting to 2 per year.

Members requested that where possible future committee meeting should avoid school holiday. It was suggested that since the introduction of the Leader and Cabinet system the business of Council had been dramatically reduced and therefore the number of its meetings could be reduced. The Head of Democratic Services explained that unfortunately meetings for regulatory committees may be required to meet in holiday periods but where possible committees could be scheduled to avoid holiday periods.

Members queried the developments being undertaken in respect of the scrutiny committees. The Head of Democratic Services advised that plans were progressing and

it confirmed that the 5 scrutiny committees would remain with updated remits. The number of scrutiny committee meeting was expected to be 6 meetings per committee and this would be achieved with the effective management of the work programmes. Members agreed that the committee could meet only twice a year with the agenda for each committee having significant substance.

The Head of Democratic Services continued with an update of the performance in respect of elected member referrals. He advised that the 5 and 10 day completion rates were 48.11 and 71.88% respectively. Cllr CA Green requested that one of her referrals be followed up as it had been outstanding for over 10 weeks. The Head of Democratic Services would investigate and provide her with an update.

He advised the committee of the forthcoming member development proposals and the planned activities that had been scheduled. He added that with the recent reduction in funding to the WLGA and the Centre for Public Scrutiny (CfPS) proposals for future funding and service delivery were currently being developed but it was likely that the level of support for Member Development activities from them will be significantly reduced from 31 Mar 15. He requested that the committee prioritise the delivery of the pre-council briefings and other events and suggested that topics be placed in priority order with priority 1 topics being dealt with in the next few months and the priority 2 topics being considered for subsequent sessions. After some debate it was agreed that the following activities be prioritised as follows:

Pre-Council Briefings:

<u>Priority or Proposed date</u>	<u>Topic</u>
18 Mar 15	- Dementia Awareness
28 Apr 15	- European Funding Briefing
1	- Supporting the Transgender Community
1	- Child Sexual Exploitation
1	Bullying in Schools
2	- Local Transport Plan
2	- Lessons from Fukushima
2	- Dark Skies
2	- Domestic Violence update

Member Development activities

<u>Priority</u>	<u>Topic</u>
1	Young Carers
2	Round Robin with possible topics to include: <ul style="list-style-type: none">• Elective Home Education• Highways and depot Rationalisation• Procurement Portal• Data Protection• Equalities Survey
3	Dementia Champions
4	Libraries Update

Members were also advised of the member development activities scheduled for the Audit Committee and for a joint Western Bay Scrutiny Seminar.

The Head of Democratic Services requested the committee's view on the survey shown at Appendix 1 of the report. He advised that the survey would be provided to all elected members and that the outcomes would be used to identify the appropriate frequency and timings for member development events over the next year. The committee provided feedback which would be incorporated into the survey before being circulated to all members. It was hoped that the Committee would be provided with the outcomes from the survey at its next meeting.

The Head of Democratic Services updated the committee on the progress being made in respect of Annual Reports and Personal Development Reviews, the Town and Community Council website grants, the agile working programme and the Independent Remuneration Panel's use of Bridgend's schedule of remuneration as a template for the whole of Wales.

He then advised the committee of the planned enhancements to the Modern.gov committee administration system and the planned implementation of webcasting for the Authority.

RESOLVED: That the Democratic Services noted the contents of the report, and;

- Prioritised the delivery of pre-Council briefings and member development activities as shown above;
- Approved the survey of member development activities timings to be circulated to all Elected Members for completion.
- Approved the reduction of scheduled meetings of the Democratic Services Committee to two per year

80 DEMOCRATIC DIVERSITY

The Head of Democratic Services presented a report which informed the Committee of the action plan being developed to take forward the diversification of democracy initiated by the Welsh Government's Expert Group on Local Government Diversity as set out in the "On Balance: Diversifying Democracy in Local Government in Wales" report.

He explained that the "On-Balance" report identified a number of recommendations to ensure that the people making decisions on behalf of the people they represent are in tune with their communities and reasonably reflect the diversity of the people they represent. He outlined the key recommendations for this Authority and described the action plan that had been developed.

He added that no additional funding had been made available by the Welsh Government and that detailed costings would be drawn up and a request for funding would be made to the Welsh Government.

RESOLVED: That the Democratic Services Committee noted the report:

The meeting closed at 15.40pm.

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BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO DEMOCRATIC SERVICES COMMITTEE

28 MAY 2015

REPORT OF THE ASSISTANT CHIEF EXECUTIVE LEGAL & REGULATORY SERVICES

WEBCASTING OF COUNCIL MEETINGS

1. Purpose of Report

- 1.1 The purpose of this report is to update the Democratic Services Committee of the progress that has been made in respect of the implementation of webcasting for meetings of Council and its Committees.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

- 2.1.1 The development of a live webcasting facility will enable greater engagement with the public, meet the requirements of the "On Balance: Diversifying Democracy in Local Government in Wales" report. Webcasting will also meet some of the requirements of the Local Government (Wales) Measure 2011 and assist in the delivery of all Corporate Priorities.

3. Background

- 3.1 A webcast is a transmission of audio and video over the Internet, akin to a television programme, enabling the public to watch meetings from any location with internet access.
- 3.2 It has been identified that the following benefits can be achieved from the broadcasting of public meetings. These include:
- Transparent governance and accountability
 - Citizen engagement and understanding of the democratic process for example understanding of planning decisions
 - Enables the Local Government (Wales) Measure 2011 requirement for engaging public in Scrutiny
 - Incentive for high standards of member attendance, engagement and conduct at meetings
 - Effective means of communicating to officers and other members information and decisions. Archived meetings could also be a useful part of officer induction and training.
 - Opportunities for members to learn from peer observation and inform potential candidates about their role to encourage democratic renewal.
- 3.3 On 30 April 2014, Council approved the recording and broadcasting of meetings and approved initial proposals to take forward the webcasting of meetings

4. Current situation / proposal

- 4.1 In July 2014, Elected Members attended the Webcasting Member Development sessions provided by the WLGA. These sessions provided Elected Members and officers with background on the aims and intentions of webcasting and highlighted its potential benefits and pitfalls.
- 4.2 Council agreed that to reduce the cost of implementation and operation, the Council Chamber would be used for all webcasts. As a result, work was carried out to improve the displays and update some of the presentation systems within the Council Chamber. In November 2014 a pilot webcast took place as a proof of concept.
- 4.3 Information identified during the Member development sessions and the webcasting pilot was added to the requirements for the provision of a webcasting service for the Authority.
- 4.4 Quotes were invited to provide 150 hours of webcasts over a 3 year period. A number of quotes were received and assessed on a 60% quality and 40% cost basis.
- 4.5 The supplier was awarded the contract and the implementation plans have been put in place. These include the installation of the webcasting control system on 9-10 July 2015 which will allow the Democratic Services Team to set up, record and manage webcasts.
- 4.6 It is planned that a technical test of the webcasting service will be made at the Development Control Committee meeting on 23 July 2015. Following a successful webcast of that meeting further webcasts will be planned to be undertaken from September 2015. Suitable promotion will also be undertaken on the Authority's social media sites to highlight the forthcoming webcasts.
- 4.7 The hours available for webcasting can be used at the discretion of the Authority over the 3 year period. Therefore an initial plan based on a formal Committee meeting lasting 3 hours is being proposed which will enable each of the public formal Committees to be webcast at least once before 30 Apr 2016.

Date(s)	Committee	Planned Duration in Hours	Running Total Hours
23 Jul 2015	Development Control (Pilot)	3	3
03 Sep 2015	Development Control	3	6
26 Oct 2015	Development Control	3	9
26 Nov 2015	Development Control	3	12
07 Jan 2016	Development Control	3	12
18 Feb 2016	Development Control	3	12
31 Mar 2016	Development Control	3	12
11 May 2016	Development Control	3	12
01 Sep 2015–30 Apr 2016	Cabinet	3	15
01 Sep 2015–30 Apr 2016	Cabinet Committee – Equalities	3	18
01 Sep 2015–30 Apr 2016	Cabinet Committee – Corporate Parenting	3	21
01 Sep 2015–30 Apr 2016	Adult Social Care OSC	3	24
01 Sep 2015–30 Apr 2016	Children & Young People OSC	3	27
01 Sep 2015–30 Apr 2016	Community Environment & Leisure OSC	3	30
01 Sep 2015–30 Apr 2016	Corporate Resources & Improvement OSC	3	33

Date(s)	Committee	Planned Duration in Hours	Running Total Hours
01 Sep 2015–30 Apr 2016	Partnerships & Governance OSC	3	36
01 Sep 2015–30 Apr 2016	Audit Committee	3	39
01 Sep 2015–30 Apr 2016	Council	3	42
01 Sep 2015–30 Apr 2016	Democratic Services	3	45
01 Sep 2015–30 Apr 2016	Licensing Committee	3	48
01 Sep 2015–30 Apr 2016	Town & Community Council Forum	3	51
01 Sep 2015–30 Apr 2016	Rights of Way Sub-Committee	3	54

4.8 The following Committees contain predominantly exempt information and therefore it would not be appropriate or cost effective to webcast these meetings:

- Appeals Panel
- Appointments Committee
- Licensing Sub-Committees
- Standards Committee

4.9 The Development Control Committee is a regulatory Committee and currently has a higher level of public interest than other committees which is why it is proposed that every meeting of the committee be webcast.

4.10 The Head of Democratic Services will liaise with the Chairpersons and Lead officers of the other committees which are expected to be webcast at least once between 01 Sep 2015 and 30 April 2016. The selection of suitable meeting dates will aim to maximise public interest in the webcast with appropriate items of public interest on the agenda. It is hoped that the full list of meetings which are planned to be webcast will be made publically available by 01 September 2015.

4.11 The statistics from all webcast meetings will be monitored and recorded. Viewing figures for live and archived viewings will subsequently be reported to the Democratic Services Committee. These figures will be used to identify future level of webcast allocation to Committees.

4.12 It is assumed that the planning figures for the duration of meetings may be slightly in excess of the actual duration of the meeting. This should then allow for approximately 50 hours of webcasts being undertaken in each of the 2016-17 and 2017-18 years. The running total of webcast hours will also be monitored and additional webcasts will be arranged to ensure that the 50 hours of webcast material is used per year.

4.13 Additional webcasting refresher training will be provided to members and officers. This may include training from an external source although with the limitations on existing budgets some of this training may need to be undertaken in house.

5. Effect upon Policy Framework& Procedure Rules

5.1 There will be no immediate effect on the Policy Framework and Procedure Rules but as a result of the development of the webcasting of meetings the procedure rules may need to be amended accordingly.

6. Equality Impact Assessment

- 6.1 There are no equalities implications in respect of this report. However as part of the ongoing development for the recording and publishing of meetings an assessment will be undertaken in respect of the Welsh Language and other equalities requirements needed to progress this matter.

7. Financial Implications

- 7.1 All funding for webcasting is being met from the Welsh Government grant for webcasting. Some funding from existing budgets will be needed to provide the additional training as identified in Paragraph 4.13

8. Recommendations

- 8.1 That the Democratic Services Committee considers the content of this report and:
- Proposes any additional changes necessary to ensure the effective implementation of webcasting to Bridgend County Borough Council
 - Endorses the report and agrees that it be submitted to Council and Cabinet for approval as necessary

P A Jolley
Assistant Chief Executive – Legal & Regulatory Services
20 April 2015

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Background Documents: None

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO DEMOCRATIC SERVICES COMMITTEE

28 MAY 2015

REPORT OF THE ASSISTANT CHIEF EXECUTIVE LEGAL & REGULATORY SERVICES

OUTCOMES OF MEMBER SURVEYS

1. Purpose of Report

- 1.1 The purpose of this report is to update the Democratic Services Committee of the outcomes of the recent surveys undertaken in relation to maximising attendance at Member Development events and the distribution of agenda minutes and reports to elected members.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

- 2.1 The support provided by the Democratic Services team and officers of the Council to Elected Members assists in the achievement of all Corporate Priorities.

3. Background

- 3.1 At the previous meeting of the Democratic Services Committee in February it was requested that a survey be carried out to determine the most appropriate timings and frequency for member development activities to ensure that participation could be optimised.
- 3.2 It was intended to determine if the existing protocol for the delivery of member development activities accurately reflected the requirements of members and would remove a potential barrier for members attending events.
- 3.3 Opportunities to achieve the savings required by the Medium Term Financial Strategy (MTFS) are continually being considered. With the introduction of the Modern.gov committee administration system the Democratic Services Team are able to tailor the requirements of elected members in respect of the provision of electronic rather than hard copy agenda and reports.
- 3.4 It was hoped that some savings could be achieved by the reduction of printed documents. Subsequent savings may have also been made in respect of the courier service due to the potential reduction in the volume of letters etc. required to be circulated.
- 3.5 Both surveys were presented to Elected Members at the Council meeting on 28 April 2015. Elected Members not in attendance at that meeting were sent a copy of the documents and requested to return them to the Democratic Services Team.

4. Current situation / proposal

4.1 Maximising attendance at member development activities.

4.1.1 The survey was completed by 37 (68.52%) of the 54 Elected Members which provided a reasonable cross section of representation in terms of political affiliation, gender and age. It should be noted that not all respondents answered all questions so the total figures may vary between responses.

4.1.2 The breakdown of responses is as follows:

<u>Number of topics per month:</u>	Preferred	Percentage	Notes
1	23	62.16	
2	10	27.02	
3	1	2.70	
Other	1	2.70	1 topic every 6 weeks

Recommendation:

1 Member development topic be provided each month

<u>Number of sessions per topic:</u>	Preferred	Percentage	Notes
1	12	32.43	
2	18	48.64	
Round Robin	7	18.92	

Recommendation:

The Committee's view was requested to confirm that 2 Member Development sessions per topic be provided.

<u>Most preferred days (2):</u>	Preferred	Percentage	Notes
Monday	17	45.95	
Tuesday	15	40.54	
Wednesday	17	45.95	
Thursday	13	35.14	
Friday	2	5.41	

<u>Least preferred days (2):</u>	Preferred	Percentage	Notes
Monday	9	24.32	
Tuesday	9	24.32	
Wednesday	4	10.81	
Thursday	7	18.92	
Friday	30	81.08	

Recommendation:

The Committee's view was requested to confirm that Member Development sessions be provided on weekdays other than Fridays

<u>Timings of Events:</u>	Most 1	2	3	Least 4
08:00-10:00	6	6	5	11
10:00-12:00	16	11	0	5
14:00-16:00	9	9	11	1
16:00-18:00	5	2	11	10

The Committee's view was requested to confirm that the preferred timings for Member Development sessions be provided.

<u>Pre Council Briefings:</u>	1	2	3
14:00 for 45 minutes	24	1	4
14:15 for 30 minutes	9	15	0
14:30 for 30 minutes	4	0	15

Recommendation:

That Pre-Council Briefing sessions be held at 14:00 for 45 minutes before Council meetings

4.2 Agenda & Reports Survey

4.2.1 The survey was completed by 37 (68.52%) of the 54 Elected Members which provided a reasonable cross section of representation in terms of political affiliation, gender and age. It should be noted that not all respondents answered all questions so the total figures may vary between responses.

4.2.2 The breakdown of responses is as follows:

	Preferred	Percentage	Notes
Hard & Electronic Copies:	35	94.60	10 members requested electronic copies of documents for committees for which they were not a member
Electronic Only	2	5.00	

Recommendations:

That reports and agenda be:

- circulated in hard and electronic format for those meetings for members of the committee
- circulated in electronic format to those members who are not on the committee but wish to receive documents for those committees

	Preferred 1	2	Least 3
Collect from Members Room	9	10	6
By post	15	7	3
By Email	6	6	12

Recommendations:

Should the courier be unavailable that documents be circulated by post where it is cost effective.

4.2.3 The following additional comments were made in response to the survey:

- Additional supporting documents could be placed in the members room rather than being sent out to members
- Use smaller fonts in reports
- Reports could be more focused on the key issues of the topic
- Print on recycled paper
- Use the projector screen to display reports
- Any documents not collected from the Members Room by Friday AM be sent out 1st class or via the courier to ensure members get their mail on Saturday
- Hard copies are better for dyslexic people
- Primarily use OWA to electronic communication where attachments are difficult to open so regrettably hard copies are required
- Hard copies of the agenda and reports are useful to annotate
- Deliver Porthcawl members mail to Porthcawl Town Council for collection

5. Effect upon Policy Framework& Procedure Rules

5.1 There will be no immediate effect on the Policy Framework and Procedure Rules.

6. Equality Impact Assessment

6.1 There are no equalities implications in respect of this report.

7. Financial Implications

7.1 All funding in relation to this report will be met from existing budgets

8. Recommendations

8.1 That the Democratic Services Committee considers the content of this report and make appropriate recommendations for the delivery of member development activities and formal meeting documentation

P A Jolley
Assistant Chief Executive – Legal & Regulatory Services
20 April 2015

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Background Documents: None

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BRIDGEND COUNTY BOROUGH COUNCIL
REPORT TO THE DEMOCRATIC SERVICES COMMITTEE

28 MAY 2015

REPORT OF THE ASSISTANT CHIEF EXECUTIVE – LEGAL & REGULATORY SERVICES

SERVICE AND PERFORMANCE UPDATES

1. Purpose of Report

1.1 The purpose of this report is to update the Democratic Services Committee of the performance and updates in relation to the services provided to Elected Members.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

2.1 The support provided by the Democratic Services team to Elected Members at all levels assists in the achievement of all Corporate Priorities.

3. Background

3.1 At the previous meeting of the Democratic Services Committee a number of queries were raised regarding the provision of support to Elected Members. These queries were passed to the relevant departments and organisations for clarification and provision of information.

4. Current situation / proposal

4.1 Member Referrals

4.1.1 Service Performance – Member Referrals

4.1.2 The following table details the number of Member Referrals made to Directorates/Departments and the completion times for referrals created between 01 April 2014 and 31 March 2015.

Directorate	Total Referred	% In 10 Days	% In 20 Days	Total Completed	Total Percentage Completed
Chief Executive	20	60.00%	85.00%	20	100.00%
LARS	151	68.70%	79.86%	151	100.00%
Children's	106	51.89%	66.98%	106	100.00%
Communities	1470	53.03%	73.22%	1464	99.69%
Resources	109	45.82%	72.02%	109	100.00%
Wellbeing	97	64.95%	84.54%	97	100.00%
External	207	48.18%	59.82%	206	99.91%
Totals:	2160	48.58%	74.59%	2153	99.94%

4.1.3 The following table shows the overall monthly completion statistics for referrals between 01 April 2014 and 31 March 2015.

Month	Referred	Completed	Ongoing	Percentage
April	184	184	0	100.00
May	165	165	0	100.00
June	199	199	0	100.00
July	246	246	0	100.00
August	176	176	0	100.00
September	202	202	0	100.00
October	173	173	0	100.00
November	139	138	1	99.28
December	137	137	0	100.00
January	204	204	0	100.00
February	154	153	1	99.35
March	181	176	5	97.24
Totals:	2160	2153	7	99.66

4.1.4 This shows that 99.66% of referrals from the period were completed which compares to the 96.14% for the previous year. The 10 day and 20 day completion rates have increased from 41.01% and 72.96% respectively for a similar period last year to this year's 48.58% and 74.69%.

4.2 **Member Development Programme**

4.2.1 The following member development activities have been held since the last meeting of the committee:

25 Feb	- MTFs Update	Pre-Council briefing
18 Mar	- Dementia Awareness	Pre-Council briefing
27 Mar	- Young Carers	Member development
30 Mar	- Treasury Management	Audit Committee
02 Apr	- Future of the Planning Service in Bridgend	DC Committee
14 Apr	- Shaping the Future	Member development
21 Apr	- Shaping the Future	Member development
29 Apr	- Shaping the Future	Member development
30 Apr	Community Infrastructure Levy Update	DC Committee

4.2.2 The Pre-council briefing in April in respect of European Funding was postponed and Rescheduled due to a change in the Council meeting start time. This session will now be held on 15 July 2015.

4.2.3 As identified in the Elected Member Learning and Development Strategy the topics for inclusion in the member development programme are anticipated to include regional or national topics.

4.2.4 Pre council Briefings

4.2.5 The following Pre Council briefings have been arranged:

- 17 Jun 15 Supporting the Transgender Community
- 15 Jul 15 European Funding Briefing

4.2.6 The following Pre-Council briefings are being proposed:

- 02 Sep 15 Bullying in Schools
- 07 Oct 15 Local Transport Plan
- 25 Nov 15 MTFS update
- 16 Dec 15 Dark Skies
- 20 Jan 16 Domestic Violence update
- 25 Feb 16 (Budget) MTFS Update
- 16 Mar 16 Lessons from Fukushima
- 13 Apr 16 TBC
- 11 May 16 TBC

4.2.7 The Committee is requested to identify any additional topics other than those listed in paragraph 4.2.6 to be delivered as Pre-Council briefings and to prioritise those topics accordingly.

4.2.8 Member Development Activities

4.2.9 The following Member Development events have been scheduled:

- 26 Jun 15 Universal Credit & Welfare Reform 10.00 am
- 03 Jul 15 Universal Credit & Welfare Reform 10.00 am

4.2.10 The following member development activities are planned to be scheduled:

- Early June Children Sexual Exploitation
- Late July/September Round Robin Event (x2) to include:
 - Elective Home Education,
 - Highways & Depot Rationalisation
 - Equalities Data
 - Equalities and Diversity
 - Data Protection
 - Procurement Portal
 - Libraries Update

4.2.11 Specialist Member Development Activities

4.2.12 The following specialist Member Development Activities have been scheduled:

11 Jun	Committee protocols and procedures	DC Committee
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4.2.13 The following specialist member development activities are being planned:

- June/July Scrutiny Members/officers:
The potential topics include:
- The opportunities for overview and scrutiny in the light of the many pressures on council budgets
 - The importance of relationships - between scrutiny members, the cabinet and senior officers
 - The skills needed to manage the scrutiny process to get the most constructive results

- Managing external and health scrutiny and the scrutiny of partnerships
- Scrutiny of the commissioning of services and to explore all ways of achieving greater efficiencies and reducing costs.
- Question Techniques

Scrutiny Chairs

The potential topics include:

- Chairing Skills
- the relationships between scrutiny chairs and scrutiny officers
- the nature of scrutiny leadership
- innovative ways of collecting evidence
- how to plan and develop questions and get what you want from those who come to answer questions
- how to make recommendations effective

4.3 Annual Reports

- 4.3.1 The Committee is reminded that all Elected Members are provided with the opportunity to complete an Annual Report for the previous year's activities but all senior salary holders are expected complete annual reports. Details of the number of members who have published their annual reports are to be reported to the Independent Remuneration Panel (IRP) for Wales.
- 4.3.2 In the 2013-14 period, 30 Elected Members completed and published their Annual reports to the Bridgend county Borough Council website.
- 4.3.3 Due to the staffing reductions within the Democratic Services Team the level of support previously provided for the completion of Elected Member Annual Reports will not be available for the forthcoming year. The Team will provide the report template and the Member development session information. However the formal committee attendance data is available on the BCBC website which members can use to compile their reports
- 4.3.4 Members are requested to complete their annual report and submit them to the Democratic Services Team using the membersbcbbc@bridgend.gov.uk email address. The reports will be checked for formatting prior to publication to the BCBC website by 28 August 2015.

4.4 Role Description Portfolios

- 4.4.1 Following the Annual Meeting of Council significant changes were made in respect of the appointment to committees and to roles. Democratic Services will be updating the Elected Member Role Descriptions Portfolios as soon as possible in order for them to be used in the Personal Development Review Process.
- 4.4.2 It is anticipated that all the updated Role Descriptions Portfolios will be provided to elected Members by the 01 June 2015.

4.5 Personal Development Reviews (PDRs)

- 4.5.1 Elected Members also have to be provided with the opportunity to undertake PDR's.

The completion of PDRs is carried out as part of a peer review process with the allocation of appraiser and appraisee co-ordinated by political groups. Once PDR's are completed they are requested to be copied to the Head of Democratic Services to assess any training identified and which could be included in the Member Development Programme.

4.5.2 It is hoped that all PDRs will be completed by 01 September 2015. In the previous period very few completed PDR's were copied to the Head of Democratic Services but it is hoped that this number will increase in the forthcoming year.

4.6 Town & Community Council (TCC) Website Grants

4.6.1 Democratic Services is currently facilitating the administration of a Welsh Government Grant of £500 to each TCC within the County Borough to develop their web presence.

4.6.2 To date 12 of the 20 TCC have completed the grant agreement and have submitted claims which have been paid.

4.6.3 The closing date for applications for this grant was 31 March 2015. No further claims can be accepted without reference to the Welsh Government. With only 12 of the 20 possible claims being made a report will be submitted to the Welsh Government requesting that any residual funding be used by the Authority to fund Democratic diversity activities being planned by the Authority.

5. **Effect upon Policy Framework & Procedure Rules**

5.1 There is no effect on the Policy Framework and Procedure Rules.

6. **Equality Impact Assessment**

6.1 There are no equalities implications in respect of this report.

7. **Financial Implications**

7.1 All activities described in this report will be met from existing budget provisions.

8. **Recommendations**

8.1 The Democratic Services Committee is recommended to note the contents of the report and to:

- Identify and prioritise any additional topics for pre-Council briefings;
- Identify and prioritise any additional member development topics for inclusion in the Member Development programme
- Approve the planned member development events shown in paragraph 4.2.

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21 May 2015

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Background documents – None