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Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr

Bridgend County Borough Council



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

*Rydym yn croesawu gohebiaeth yn Gymraeg.
Rhowch wybod i ni os mai Cymraeg yw eich
dewis iaith.*

*We welcome correspondence in Welsh. Please
let us know if your language choice is Welsh.*



Annwyl Cyngorydd,

Gwasanaethau Gweithredol a Phartneriaethol / Operational and Partnership Services

Deialu uniongyrchol / Direct line /: 01656 643148 /
643147

Gofynnwch am / Ask for: Michael Pitman

Ein cyf / Our ref:

Eich cyf / Your ref:

Dyddiad/Date: Dydd Gwener, 15 Mehefin 2018

PWYLLGOR GWASANAETHAU DEMOCRATAIDD

Cynhelir Cyfarfod Pwyllgor Gwasanaethau Democrataidd yn Ystafelloedd Pwyllgor 2/3 -
Swyddfeydd Dinesig, Stryd yr Angel, Pen-y-bont ar Ogwr CF31 4WB ar **Dydd Iau, 21 Mehefin 2018**
am **16:00**.

AGENDA

1. Ymddiheuriadau am absenoldeb
Derbyn ymddiheuriadau am absenoldeb gan Aelodau.
2. Datgan Buddiannau
Derbyn datganiadau o ddiddordeb personol a rhagfarnol (os o gwbl) gan Aelodau /
Swyddogion yn unol â darpariaethau'r Cod Ymddygiad Aelodau a fabwysiadwyd gan y
Cyngor o 1 Medi 2008.
3. Cymeradwyaeth Cofnodion 3 - 8
I dderbyn am gymeradwyaeth y Cofnodion cyfarfod y 20/03/2018
4. Penodi Pennaeth Gwasanaethau Democrataidd 9 - 14
5. Diweddariadau ar Wasanaeth a Pherfformiad 15 - 24
6. Materion Brys
I ystyried unrhyw eitemau o fusnes y, oherwydd amgylchiadau arbennig y cadeirydd o'r farn
y dylid eu hystyried yn y cyfarfod fel mater o frys yn unol â Rhan 4 (pharagraff 4) o'r
Rheolau Trefn y Cyngor yn y Cyfansoddiad.

Yn ddiffuant

P A Jolley

Cyfarwyddwr Gwasanaethau Gweithredol a Phartneriaethol

Dosbarthiad:

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Gwefan/Website: www.bridgend.gov.uk

Cyfnwidd testun: Rhowch 18001 o flaen unrhyw un o'n rhifau ffon ar gyfer y gwasanaeth trosglwyddo testun

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We welcome correspondence in Welsh. Please let us know if your language choice is Welsh

Cynghowrwy

S Aspey
RM Granville
DG Howells
RM James

Cynghorwyr

KL Rowlands
B Sedgebeer
SG Smith
G Thomas

Cynghorwyr

E Venables
SR Vidal
A Williams

COFNODION CYFARFOD Y PWYLLGOR GWASANAETHAU DEMOCRATAIDD A GYNHALIWYD YN YSTAFELLOEDD PWYLLGOR 2/3 - SWYDDFEYDD DINESIG, STRYD YR ANGEL, PEN-Y-BONT AR OGWR CF31 4WB DYDD MAWRTH, 20 MAWRTH 2018, AM 16:00

Presennol

Y Cynghorydd – Cadeirydd

S Aspey
SR Vidal

RM Granville
KJ Watts

G Thomas
CA Webster

E Venables

Ymddiheuriadau am Absenoldeb

DG Howells, RM James, B Sedgebeer a/ac SG Smith

Swyddogion:

Gary Jones
Michael Pitman

Pennaeth Gwasanaethau Democritaidd
Prentys Busnes Gweinyddol Gwasanaethau Democritaidd

131. ETHOL Y CADEIRYDD

Dyweddodd Pennaeth y Gwasanaethau Democritaidd (PGD) wrth y Pwyllgor nad oedd y Cadeirydd, y Cyng. RM James yn gallu dod i'r cyfarfod. Gwahoddodd y PGD enwebiadau i gynrychiolydd o'r pwyllgor gael ei benodi'r Cadeirydd ar y cyfarfod. Enwebwyd ac eiliwyd y Cyng. K Watts fel y Cadeirydd

PENDERFYNWYD: Penodi'r Cynghorydd K Watts yn Gadeirydd y pwyllgor ar gyfer y cyfarfod.

132. DATGAN BUDDIANNAU

Dim

133. CYMERADWYO COFNODION

PENDERFYNWYD: Cymeradwyo cofnodion cyfarfod y Gwasanaethau Democritaidd a gynhaliwyd ar 17/01/2018 fel rhai gwir a chywir.

134. DIWEDDARIADAU AR WASANAETH A PHERFFORMIAD

Cyflwynodd y PGD adroddiad yn diweddar y pwyllgor ar berfformiad y gwasanaethau a ddarperir ar gyfer Aelodau Etholedig.

Atgyfeirio Aelodau

Yna siarodd y Pwyllgor y Gwasanaethau Democritaidd trwy'r data perfformiad atgyfeiriadau aelodau. Amlinellodd ganran yr atgyfeiriadau a gwblhawyd gan gyfarwyddiaethau o fewn 10 a 20 diwrnod a dywedodd fod mwy na 50% o atgyfeiriadau ar gyfartaledd wedi'u cwblhau o fewn 10 diwrnod a bod mwy na 75% wedi'u cwblhau o fewn 20 diwrnod. Ychwanegodd fod cynnydd o 40% wedi bo yn nifer yr atgyfeiriadau wedi'i wneud y llynedd o'u cymharu i'r nifer o atgyfeiriadau ar gyfartaledd wedi'u derbyn ar gyfer pob un o'r 4 blynedd ddiwethaf.

Cytunodd yr Aelodau y dylai canran cwblhau 20 diwrnod fod yn uwch a dywedon nhw y dylai'r rhan fwyaf o atgyfeiriadau gael eu cwblhau o fewn y cyfnod o 20 diwrnod. Dylid

hefyd annog cyfarwyddiaethau i gyflawni canran uwch o atgyfeiriadau sy'n cael eu cwblhau o fewn 10 diwrnod.

Credodd y Pwyllgor ei fod yn ddangosydd cadarnhaol fod mwy o atgyfeiriadau'n cael eu gwneud. Dywedodd y PGD fod sawl aelod hefyd yn adrodd eu hatgyfeiriadau i sefydliadau eraill yn ogystal â'r System Atgyfeirio Aelodau a arweiniodd at rywfaint o ddyblu.

Rhoddwyd y PGD wybod i'r aelodau am argymhelliad y Pwyllgor Trosolwg a Chraffu Corfforaethol i godi eu pryderon ynghylch gweithredu a defnyddio'r system atgyfeirio aelodau at y Pwyllgor Gwasanaethau Democrataidd. Mae'r argymhelliad hwn yn cydfynd â'r cynllun i adolygu'r system Atgyfeirio Aelodau a nodwyd yng nghyfarfod diwethaf y Pwyllgor. Y bwriad oedd adolygu'r holl agweddau ar y system Atgyfeirio Aelodau a phrosesu i wella effeithlonrwydd ac effeithioldeb.

Lleisiodd yr aelodau eu pryderon am gyflymder ac effeithlonrwydd sawl un o'r atgyfeiriadau gan eu bod yn cael eu cylchredeg i ganolbwynt gwasanaeth cyn cael eu hanfon i'r adran berthnasol. Awgrymwyd y dylid atgyfeirio'n uniongyrchol i'r person perthnasol fel y gellir ymdrin â'r mater yn gyflym gan osgoi'r 'canolwr'. Roedd yr aelodau hefyd yn awyddus blaenoriaethu atgyfeiriadau i alluogi'r rheiny sy'n cael eu hystyried yn rhai brys i gael eu prosesu'n gyflym. Rhoddodd y PGD wybod i'r aelodau y byddai eu sylwadau'n cael eu cynnwys yn rhan o'r adolygiad.

Dywedodd y PGD wrth yr aelodau am gyflwyniad y Rheoliadau Diogelu Data Cyffredinol (RhDDC) a sut y byddai'r rheoliadau newydd hyn yn effeithio ar Atgyfeiriadau Aelodau. Un o'r goblygiadau fyddai na fyddai modd cadw data personol ar ôl iddo stopio bod yn berthnasol a byddai angen ei ddileu. Ychwanegodd mai rheolwyr data yw'r aelodau ac wrth ddelio gyda data am unrhyw unigolyn fod ganddynt gyfrifoldeb llwyr dros y data hwnnw, a bod angen iddynt weithredu'n unol â hynny. Cytunodd yr aelodau gynnal hyfforddiant ar y RhDDC ym mis Mehefin 2018 i sicrhau eu bod yn deall y rheoliadau newydd yn llwyr.

Datblygu Aelodau

Rhoddodd y PGD wybod i'r aelodau am weithgareddau datblygu aelodau oedd wedi'u cynnal ers Hydref 2017 a nifer yr aelodau a gymerodd ran yn y digwyddiadau hyn. Nodwyd, er bod llawer wedi mynychu sawl un o'r gweithgareddau, fod llawer wedi gweld canran presenoldeb o 50%. Rhoddwyd hefyd y lefel gwblhau ar gyfer modiwlau e-ddysgu. Dywedodd aelod nad yw llawer o gynghorwyr wedi cwblhau'r modiwlau e-ddysgu gan eu bod yn ei gweld yn anodd eu llywio ar y system. Dywedodd y PGD y bydd yn gweithio gyda'r tîm TGCh a'r tîm Dysgu a Datblygu i wneud gwelliannau tra hefyd yn annog cynghorwyr i gwblhau'r modiwlau nad ydynt wedi'u cwblhau eto.

Gwe-ddarlledu

Dywedodd y PGD wrth y Pwyllgor am nifer y cyfarfodydd wedi'u gwe-ddarlledu a'r ystadegau gweld wedi'u cyflawni.

Fforwm TGCh yr Aelodau

Eglurodd y PGD yr aelodau ychwanegol wedi'u henwebu i Fforwm TGCh yr Aelodau a dywedodd fod cyfarfod wedi'i drefnu ar gyfer 23 Ebrill 2018.

Rhwydwaith Swyddogion Cymorth Aelodau (SCA)
Rhoddwyd y PGD wybod i'r pwyllgor am y pynciau ac ystyried yng nghyfarfod y Rhwydwaith SCA a gynhaliwyd ar 15 Mawrth 2018 oedd yn cynnwys:

- Diweddariad gan Lywodraeth Cymru ar Fil Llywodraeth Leol (Cymru).
- Canllawiau ar gyfer cynghorwyr wedi'u paratoi gan y CLILC ar gam-drin ar-lein a diogelwch personol.
- Y Rheoliad Diogelu Data Cyffredinol, gwahoddir y rhwydwaith i rannu unrhyw gynlluniau ar gyfer canllawiau i aelodau ar y ddeddfwriaeth newydd.
- Trafodaeth gydag aelodau'r Panel Adolygiadau Annibynnol yn ystyried rôl cynghorau cymuned a thref.
- Cymorth i Aelodau a datblygu ymgynghorwyr a hyfforddwyr
- Diweddariad ar Amrywiaeth mewn Democratiaeth.

Yn dilyn dadl fer PENDERFYNODD Pwyllgor y Gwasanaethau Democratiaidd:-

1. Fod y system Atgyfeirio Aelodau'n cael ei hadolygu yn ystod y 6 mis nesaf. Byddai'r adolygiad yn ystyried y materion canlynol:
 - A oes angen system Atgyfeirio Aelodau?
 - Pa bynciau ddylai gael eu cyflwyno fel Atgyfeiriad Aelod
 - Sut mae Awdurdodau Lleol eraill yn rheoli ei Hatgyfeiriadau Aelodau
 - Blaenoriaeth atgyfeiriadau Brys/Pwysig/Arferol
 - Yr amserlenni ar gyfer ymateb i atgyfeiriadau wedi'u gwneud
 - Helaethu'r broses pan na chaiff ymatebion eu derbyn o fewn yr amserlenni cytunedig
 - Anawsterau a rhwystrau ar gyfer swyddogion sy'n delio gydag Atgyfeiriadau Aelodau
 - Iffe OTRS sydd y pecyn meddalwedd mwyaf addas ar gyfer Atgyfeiriadau Aelodau?
 - A ellir defnyddio meddalwedd gwaith achos plaid gwleidyddol?
 - Rhoi hyfforddiant i Aelodau Etholedig ar ddefnyddio Atgyfeiriadau Aelodau ac OTRS
 - Dadansoddi Atgyfeiriadau Aelodau i nodi tueddiadau neu bynciau allweddol
 - Ymateb yn addas i ymholiadau ac argymhellion craffu
 - Cyfrinachedd atgyfeiriadau aelodau
 - Creu Dangosyddion Perfformiad addas
 - Sut mae aelodau'n cefnogi eu ACau/ASau a Chynghorau Tref o ran atgyfeiriadau
2. Caiff y pynciau canlynol eu trafod mewn sesiynau datblygu aelodau wedi'u hailadrodd yn y misoedd wedi'u nodi isod:
 - Adroddiadau Blynyddol - Ebrill 2018
 - Adolygiadau Datblygu Personol - Mai 2018
 - Rheoliadau Diogelu Data Cyffredinol - Mehefin 2018
 - Ymwybyddiaeth o Awtistiaeth/ADY/NASC - Gorffennaf 2018
3. Caiff y pynciau canlynol eu hychwanegu at y rhestr o eitemau i'w hystyried yn y dyfodol
 - App Modern.gov (fersiwn gyfyngedig)
 - Stori Jodie – On Track
 - Diweddariad ar Drais Domestig (i gynnwys gwybodaeth am Calan a thrais domestig tuag at ddyfnion)

4. Briffiau cyn cyfarfodydd y Cyngor:

Cytunodd y pwyllgor fod y briffiau cyn cyfarfodydd y Cyngor canlynol yn cael eu trefnu:

- 28 Mawrth 18 V2C – Wedi'i gadarnhau
- 25 Ebrill 2018 Consortiwm Canolbarth y De – Wedi'i gadarnhau
- 13 Mehefin 2018 Campws Bryncethin – i'w gadarnhau
- 11 Gorffennaf 2018 Gofalwyr/Gofalwyr Ifanc – i'w gadarnhau

5. Hyfforddiant y Pwyllgor Rheoli Datblygu

Ystyriwyd bod y pynciau datblygu aelodau canlynol ar gyfer y Pwyllgor Rheoli Datblygu yn ddefnyddiol iawn i bob aelod a ddylai gael ei annog i fynd i:

- 24 Mai 2018 Cytundebau cyfreithiol Adran 106 – hanfodion a chyfyngiadau
- 04 Gorffennaf 2018 Cenin Renewables yn Stormy Down – ymweliad â Cenin Renewables i weld tyrbin gwynt, paneli solar, labiau sment, ffatri dreulio anaerobig, banc batris.

6. Modiwlau Eddysgu

Roedd y Pwyllgor o blaid yr argymhelliad bod y pynciau canlynol yn cael eu cwblhau gan yr holl Aelodau erbyn 01 Mehefin 2018:

- Deddf Diogelu Data
- Diogelu Plant ac Oedolion
- Deddf Gwasanaethau Cymdeithasol a Llesiant (Cymru) 2014
- Cydraddoldeb ac Amrywiaeth

Bydd y PGD yn cylchredeg doler i'r modiwlau ac o bosibl gynnwys hyn mewn digwyddiad Round Robin

7. Fforwm TGCh Aelodau Etholedig

Roedd y Pwyllgor o blaid yr argymhelliad bod cyfarfod cyntaf fforwm TGCh yr Aelodau'n cael ei gynnal ym mis Ebrill a bod dyddiadau'r cyfarfod cyntaf yn cael eu cylchredeg fel eu bod yn gyfleus i'r rhan fwyaf o aelodau. Bydd y cyfarfod cyntaf yn ystyried amseroedd y cyfarfodydd dilynol.

135. ADOLYGU YMARFEROLDEB MODERN.GOV

Amlinellodd PGD ymarferoldeb y system Modern.Gov, y mae Tîm y Gwasanaethau Democritaidd wrthi'n ei defnyddio, a'r agweddau ychwanegol y mae bwriad i'w cyflwyno.

Esboniodd y defnyddiwyd Modern.Gov i hwyluso llawer o'r wybodaeth am Aelodau Etholedig a'u rolau. Diweddarodd y system eu proffiliau, eu cofnodion presenoldeb, eu datganiadau a gwybodaeth arall. Dywedodd wrth y pwyllgor fod staff â'r bwriad o gynyddu'r defnydd o'r nodwedd hon trwy ychwanegu cofnodion pleidleisio i'w proffil i alluogi'r cyhoedd i ddeall yn well benderfyniadau wedi'u gwneud gan y cynghorwyr.

Esboniodd hefyd nodwedd 'tanysgrifio i ddiweddariadau' y wefan. Bydd hyn yn galluogi defnyddwyr i ofyn am ddiweddariadau ar bynciau o'u dewis a fydd yn cael eu cylchredeg iddynt yn awtomataidd.

Gofynnodd aelod a yw nifer y weithiau y mae rhywun yn edrych ar ei broffil yn cael ei gofnodi. Esboniodd y PGD fod y nodwedd hon ar gael o'r cyfnod iddo ddechrau ei swydd.

Esboniodd aelod arall nad yw hi'n gwybod bod llawer o'r nodweddion hyn yn bodoli gan obeithio y gellir cynnal cwrs gloywi ar nodweddion Modern.Gov.

Mae'r PGD yn cydnabod y cynigion hynny ac y byddai'n cynnwys y pwnc hwn mewn cyfarfodydd Fforwm TGCh yr Aelodau yn y dyfodol.

PENDERFYNWYD: Nodi cynnwys yr adroddiad

136. BLAENRAGLEN WAITH PWYLLGOR Y GWASANAETHAU DEMOCRATAIDD

Cyflwynodd y PGD adroddiad a roddodd wybod i'r Pwyllgor am eitemau arfaethedig i'w hystyried yn ei gyfarfodydd dilynol yn rhan o Flaenraglen Waith Dreiglol yn y dyfodol, a atodwyd yn Atodiad 1 yr adroddiad.

Esboniodd hefyd fod y calendr cyfarfodydd ar gyfer 2019/20 wedi'i gwblhau gyda dyddiadau dros dro'r holl gyfarfodydd gan gynnwys rhai Pwyllgor y Gwasanaethau Democrataidd. Byddai'r calendr yn cael ei anfon allan yn fuan i gael cymeradwyaeth aelodau yn rhan o'r adroddiadau ar gyfer cyfarfod Blynnyddol y Cyngor ym mis Mai.

Dywedodd aelod fod llawer ohonynt wedi bod yn cael trafferth mewngofnodi i rannau gwahanol o'r wefan, yn ogystal â Modern.Gov, o'r dyfeisiau cludadwy. Awgrymodd y PGD fod y problemau hyn wedi'u cynnwys yn Fforwm TGCh yr Aelodau a gobeithio byddai hyn o fudd mynd i'r afael â phryderon TGCh yr holl aelodau.

Byddai hyfforddiant ar Modern.Gov hefyd yn cael ei ychwanegu at y Flaenraglen Waith yn ogystal ag unrhyw hyfforddiant cyfredol ar fentrau eraill.

PENDERFYNWYD: Cymeradwyo'r flaenraglen waith ar yr amod bod eitem ar yr Adolygiad Atgyfeiriadau Aelodau sy'n cael ei gyflwyno i'r Pwyllgor ar 25 Hyd 2018 yn cael ei chynnwys.

137. EITEMAU BRYD

Dim

Daeth y cyfarfod i ben am 17:59

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BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO DEMOCRATIC SERVICES COMMITTEE

21 JUNE 2018

REPORT OF THE MONITORING OFFICER

DESIGNATION OF THE HEAD OF DEMOCRATIC SERVICES

1. Purpose of Report.

- 1.1 The purpose of this report is to inform the Democratic Services Committee of the process followed in the appointment of the Head of Democratic Services and to seek designation of the Council's Head of Democratic Services.

2. Connection to Corporate Improvement Objectives / Other Corporate Priorities

- 2.1 The role of the Head of Democratic Services is likely to impact on the attainment of many of the Corporate Priorities given its role of support to Members.

1. **Supporting a successful economy** – taking steps to make the county a good place to do business, for people to live, work, study and visit, and to ensure that our schools are focused on raising the skills, qualifications and ambitions of all people in the county.
2. **Helping people to be more self-reliant** – taking early steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services.
3. **Smarter use of resources** – ensuring that all its resources (financial, physical, human and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.

3. Background.

- 3.1 The Local Government (Wales) Measure 2011 requires the Authority at section 8 (1) to designate one of its officers to discharge the democratic services functions in section 9.

- 3.2 That duty is placed upon the Democratic Services Committee which has the following functions:

- Exercise the function of the Local Authority under section 8(1)(a) (designation of Head of Democratic Services)
- Review the adequacy of provision by the authority of staff, accommodation and other resources to discharge democratic services functions, and
- Make reports and recommendations to the authority in relation to such provision

3.3 The democratic services functions are held by the officer rather than the Committee under the provisions of the Measure (sections 8 & 9) these are;-

- (1) The functions of the head of democratic services are—
 - (a) to provide support and advice to the authority in relation to its meetings, subject to subsection (2);
 - (b) to provide support and advice to committees of the authority (other than the committees mentioned in paragraph (e)) and the members of those committees, subject to subsection (2);
 - (c) to provide support and advice to any joint committee which a local authority is responsible for organising and the members of that committee, subject to subsection (2);
 - (d) to promote the role of the authority's overview and scrutiny committee or committees;
 - (e) to provide support and advice to—
 - (i) the authority's overview and scrutiny committee or committees and the members of that committee or those committees, and
 - (ii) the authority's democratic services committee and the members of that committee;
 - (f) to provide support and advice in relation to the functions of the authority's overview and scrutiny committee or committees to each of the following—
 - (i) members of the authority;
 - (ii) members of the executive of the authority;
 - (iii) officers of the authority;
 - (g) to provide support and advice to each member of the authority in carrying out the role of member of the authority, subject to subsection (3);
 - (h) to make reports and recommendations in respect of any of the following—
 - (i) the number and grades of staff required to discharge democratic services functions;
 - (ii) the appointment of staff to discharge democratic services functions;

- (iii) the organisation and proper management of staff discharging democratic services functions;
- (iv) such other functions as may be prescribed.

3.4 The Committee has an important role in support of the Head of Democratic Services and in advising particularly in relation to the support for Members.

4. Current situation / proposal.

4.1 The guidance from Welsh Government is that the appointment of a Head of Democratic Services should not impose an additional expense upon the Authority. Equally, in common with other authorities in Wales the appointment combines duties of support for all Members of the Authority including the Mayor.

4.2 The current Head of Democratic Services has given his notice and will be leaving the Authority on 30 June 2018. The Authority has undertaken an appointment process which was carried out by the Corporate Director Operational and Partnership Services and Monitoring Officer, the Group Manager Legal and Democratic Services and the Principal Lawyer.

4.3 The appointment process has been carried out in compliance with the internal employment policies of the Authority and the Officer Employment Procedure Rules contained with Statutory Instrument and the Constitution. This post is an Officer appointment under Statutory Instrument (the Local Authorities (Standing Orders) (Wales) Regulations 2006. The post contains within its job description the functions of the statutory Head of Democratic Services.

4.4 The appointment procedure was full and testing of applicants, involving the prior preparation of a presentation, a written exercise undertaken on the day, the presentation, and a series of questions at interview.

4.5 The recruitment has been completed and an offer of employment has been made; however there may be a delay before the successful candidate can commence employment.

4.6 It is proposed that the post of Head of Democratic Services is designated as the statutory Head of Democratic Services for the purposes of the Local Government (Wales) Measure 2011. The Committee is requested to note that the person designated as Head of Democratic Services cannot be the Head of Paid Service, the Section 151 Officer or the Monitoring Officer.

4.7 In order to satisfy the statutory requirements it is proposed that an appointment to the statutory role is made on an interim basis. It is recommended that the Principal Lawyer be designated as the Interim Statutory Head of Democratic Services with effect from 1st July 2018.

5. Effect upon Policy Framework & Procedure Rules.

5.1 There is no effect on the effect upon policy framework & procedure rules.

6. Equality Impact Assessment

6.1 There are no equality implications in this report.

7. Well-being of Future Generations (Wales) Act 2015 Implications

7.1 The Act provides the basis for driving a different kind of public service in Wales, with 5 ways of working to guide how public services should work to deliver for people. The following is a summary to show how the 5 ways of working to achieve the well-being goals have been used to formulate the recommendations within this report:

- Long-term - The designation of the Head of Democratic Services will assist in the long term support provided to Elected Members.
- Prevention - The designation of the Head of Democratic Services will ensure that the intentions of the Local Government (Wales) Measure 2011 are met and that all Elected Members are supported to undertake their roles effectively.
- Integration - The report supports all the wellbeing objectives.
- Collaboration - The designation of the Head of Democratic Services will provide a focal point for collaboration between Elected Members and all other officers and agencies.
- Involvement - The designation of the Head of Democratic Services will provide a focal point for the Authority for the public engagement with the democratic processes of the Council.

8. Financial Implications.

8.1 The report has no financial implications.

9. Recommendation.

It is recommended that:

9.1 The Democratic Services Committee designates the post of Head of Democratic Services as the statutory Head of Democratic Services for the purposes of the Local Government (Wales) Measure 2011;

9.2 The Democratic Services Committee designate the Authority's Principal Lawyer as the Interim statutory Head of Democratic Services to discharge the democratic services functions of the Council with effect from 1st July 2018 until the new post holder commences employment.

K Watson
Group Manager Legal and Democratic Services
15 June 2018

Contact Officer: K Watson
Group Manager Legal and Democratic Services

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Background documents: None

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BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO THE DEMOCRATIC SERVICES COMMITTEE

21 JUNE 2018

REPORT OF THE HEAD OF DEMOCRATIC SERVICES

SERVICE AND PERFORMANCE UPDATES

1. Purpose of Report

- 1.1 The purpose of this report is to update the Democratic Services Committee on the performance of services provided to Elected Members.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

- 2.1 The support provided to Elected Members assists in the achievement of all the Corporate Priorities.

1. **Supporting a successful economy** – taking steps to make the county a good place to do business, for people to live, work, study and visit, and to ensure that our schools are focused on raising the skills, qualifications and ambitions of all people in the county.
2. **Helping people to be more self-reliant** – taking early steps to reduce or prevent people from becoming vulnerable or dependent on the Council and its services.
3. **Smarter use of resources** – ensuring that all its resources (financial, physical, human and technological) are used as effectively and efficiently as possible and support the development of resources throughout the community that can help deliver the Council's priorities.

3. Background

- 3.1 The Democratic Services Committee has the following functions and is supported by the Head of Democratic Services as necessary:

- Review the adequacy of provision by the Authority of staff, accommodation and other resources to discharge Democratic Services functions, and
- Make reports and recommendations to the Authority in relation to such provision

4. Current situation / proposal

4.1 Member Referrals

- 4.1.1 A referral is a complaint / request / query which a Councillor has received from their constituent which Democratic Services forward to the relevant department / external organisation for attention. This process is carried out so that each part of the referral process is logged and to ensure that a response is received by an agreed deadline.

4.1.2 The following table shows the number of referrals made between 01 March 2018 and 31 May 2018. The benchmark set in Nov 2013 identified that approximately 45% of referrals were completed within the 10 day target period.

Directorate	Total Referred	Total 10 Days	% In 10 Days	Total 20 Days	% In 20 Days	Total Completed	Total Percentage Completed
Chief Executive	9	5	55.56%	7	77.78%	8	88.89%
Communities	564	265	46.99%	326	57.80%	388	68.79%
Education and Family Support	16	4	25.00%	6	75.00%	8	50.00%
Operational & Partnership Services	55	28	50.91%	31	56.36%	36	65.45%
Social Services and Wellbeing	27	12	44.44%	18	66.67%	23	85.19%
External	79	43	54.43%	48	60.76%	58	73.42%
Totals:	750	357	68.52%	436	83.69%	521	69.47%

4.1.3 The following table shows the number of completed referrals made between 01 June 2017 and 31 May 2018. The benchmark set in Nov 2013 identified that the overall percentage of completed referrals averaged between 90 - 95% at the end of a three month period.

Month	Referred	Completed	Ongoing	Percentage
June	718	686	32	95.54
July	350	331	19	94.57
August	396	366	30	92.42
September	351	328	23	93.45
October	253	230	23	90.91
November	254	232	22	91.34
December	187	171	16	91.44
January	347	309	38	89.05
February	295	267	28	90.51
March	204	159	45	77.94
April	277	213	64	76.90
May	269	149	120	55.39
Totals:	3901	3441	460	

4.2 Member Development Programme

4.2.1 The following member development activities have been held since the meeting in March 2018:

Topic	Date	Total attendance	Percentage attendance
Annual Reports	30 Apr 18 10 May 18	24	42.59%
Personal Development Plans	30 Apr 18 10 May 18	24	42.59%
GDPR 1	11 Jun 18 -	12	22.22%

4.2.2 The following topics have been scheduled on the Member Development Programme:

(a) General Data Protection Regulations (GDPR)

11 June at 15:00 and repeated on 27 June 2018 at 09:00 (up to 3 hours)

The law on Data Protection changed on 25th May 2018 to the General Data Protection Regulation (GDPR) which is a new, Europe-wide law that replaces the Data Protection Act 1998 in the UK. GDPR sets out requirements for how organisations will need to handle personal data from 25 May 2018. In addition to other changes, it will enhance the rights of people whose data is held (known as data subjects in the Data Protection Act) and give them more control over what happens to their data.

It also allows for financial penalties to be imposed on any organisation that breaches those rights or does not comply with the ‘accountability principle’ – which basically means that data controllers and data processors i.e. organisations and certain individuals – including councils, need to put technical and organisational measures in place to protect the data they hold from loss, unauthorised access etc and to ensure the rights of data subjects are protected.

Elected Members are data controllers and this training has been designated as **ESSENTIAL** for all members to attend one of these sessions

(b) Dementia Awareness/Friends

11 July at 09:00 and repeated on 31 July at 16:00 (approx. 1 hour)

Dementia Friends is a social action movement, led by Alzheimer’s society to raise awareness of dementia and to help people living with dementia to feel part of their community. This is achieved by holding and taking part in Dementia Friends sessions to improve the understanding of dementia, busting the myths associated and to enable societal change in the way people think, speak and act towards all aspects of dementia. A good example of this it to change the language used from “suffering” dementia to “living with” dementia, by using positive language to take away negativity normally used when talking about dementia.

Dementia Friends sessions take less than an hour. They give the opportunity to learn more about dementia including the five things everyone should know about dementia. Following the session, people can sign up to become a Dementia Friend, or even decide to become a Dementia Champion. They will receive their

own Dementia Friends badge, in the shape of a forget-me-not, which is the logo for Dementia Friends.

This training has been designated as **RECOMMENDED** for all members to attend one of these sessions

(c) Additional Learning needs (ALN and Autism Awareness

September 2018 Dates to be confirmed

[Autism](#) is a lifelong, developmental disability that affects how a person communicates with and relates to other people, and how they experience the world around them. Autistic people see, hear and feel the world differently to other people. If you are autistic, you are autistic for life; autism is not an illness or disease and cannot be 'cured'. Often people feel being autistic is a fundamental aspect of their identity.

Autism is a spectrum condition. All autistic people share certain difficulties, but being autistic will affect them in different ways. Some autistic people also have [learning disabilities](#), [mental health issues](#) or [other conditions](#), meaning people need different levels of support. All people on the autism spectrum learn and develop. With the right sort of support, all can be helped to live a more fulfilling life of their own choosing.

The Western Bay population assessment estimated that there are a total of 14,264 people in the region who have a learning disability. In Bridgend it is estimated that 3,860 people (1,210 aged 0-17 and 2, 650 aged 18+) have a learning disability.

This training has been designated as **RECOMMENDED** for all members to attend one of these sessions

4.2.3 The following topics have been identified for inclusion on the Member Development Programme:

- | | | | |
|----|---|---|-------------------------------|
| a. | Highways & Depot Rationalisation | - | |
| b. | Procurement Portal | - | |
| c. | Anti-slavery & Human trafficking | - | |
| d. | Update on Gypsy / Travellers | - | |
| e. | Elective Home Education | - | |
| f. | Ty Elis Counselling Service | - | Cabinet Member |
| g. | Housing and engagement with the RSL | - | Cabinet Member |
| h. | Pupil Referral Unit | - | School Improvement Group |
| i. | Domestic Violence Update | - | Democratic Services Committee |
| j. | Dark Skies | - | Cllr E Venables |
| k. | Community Health Council | - | Chief Executive |
| l. | Web-based Planning Facilities | - | Development Control Officers |
| m. | PSB Scrutiny Training | - | Head of Democratic Services |
| n. | How to use Bridge Maps | - | SOSC 3 |
| o. | Process of Children coming in to Care:
What happens from when a referral is
received right through until they are
taken into care. | - | SOSC 3 |

4.2.4 The following Pre-Council briefings have been held since the previous meeting of the committee:

Topic	Date	Total attendance	Percentage attendance
Central South Consortium	25 Apr 18	49	90.74%
Traffic Regulations/Orders	20 Jun 18		

4.2.5 The following topics have been scheduled for future Pre-Council Briefings:

Topic	Date
Bryntirion Campus	18 Jul 18
Carers / Young Carers	19 Sep 18
To be confirmed	24 Oct 18
To be confirmed	21 Nov 18

4.2.6 The following topics have been requested for delivery as a Pre-Council Briefing:

- Rural Development Plan

RDP investments are taking place across a majority of our 21 rural wards and are delivering economic and wellbeing benefits to residents. The programme builds community engagement and participation and, as well as providing direct project support, is producing a range of practical resources for communities to use such as the Community Asset Transfer Toolkit.

The programme also includes a strategic regional project which BCBC is leading on behalf of 11 local authorities supporting new start-ups in the land-based goods sector to get a foothold in new markets for local food, drink and craft across the region.

A presentation to Pre-council will provide a more detailed overview of what is being achieved across the county borough and what potential there is to deliver even more. It will outline the themes covered by the programme and how communities can unlock further revenue and capital funding.

It is proposed that the Rural Development Plan be presented to the session on 24 October 2018.

4.2.7 The following e-learning modules have been completed by Elected Members:

Topic	Number Completed	Increase since last meeting	Percentage Completed
Corporate Induction	4	1	5.56%

Topic	Number Completed	Increase since last meeting	Percentage Completed
Display Screen Equipment (DSE)	1	1	1.85%
Fire Safety Awareness	2	0	3.70%
ICT Code of Conduct	6	0	11.1%
Safeguarding Children and Adults	10	1	18.5%
Violence Against Women, Domestic Abuse And Sexual Violence (VAWDASV)	2	2	3.70%
General Data Protection Regulations (GDPR)	0	-	0.00%
Data Protection (superseded by GDPR)	27	0	50.00%

4.2.8 There has been minimal use by elected Members of the Councils e-learning facilities. The views of the Committee are requested of how Elected Members could be encouraged to make greater use the available e-learning facilities.

4.2.9 The following training has been undertaken by the Development Control Committee since the last meeting of this Committee:

Topic	Date	Total attendance	Percentage attendance
Traffic Orders and Regulations	26 Apr 18	10	55.56%
Community Transport	07 Jun 18		

4.2.10 The following topics are being provided to the Development Control Committee:

Topic	Date
Cenin Renewables at Stormy Down Member training site visit at Cenin Renewables to view wind turbine, solar panels, cement labs, anaerobic digestion plant, battery bank.	18 Jul 18
Section 106 legal agreements – basics and limitations	19 Jul 18

4.2.11 The Democratic Services Committee is requested to identify any additional topics for delivery as a Member Development sessions, Pre Council Briefings and to prioritise the member development activities accordingly.

4.3 Webcasting

4.3.1 The following webcasting statistics have been identified as at 5 April 2018:

Ser	Date	Meeting Name	Live Views	On Demand Views	Total Views
1	13-Apr-17	Development Control Committee	0	83	83
2	14-Sep-17	Licensing Sub-Committee A	21	60	81
3	22-Nov-17	SOSC 3	80	125	205
4	24-Jan-18	Cabinet Committee Corporate Parenting	7	50	57
5	30-Jan-18	Cabinet Meeting	19	30	49
6	07-Feb-18	SOSC 2 + SOSC 2 Part 2	18	69	87
7	12-Feb-18	SOSC 3 + SOSC 3 Part 2	16	47	63
8	13-Feb-18	Cabinet	11	43	54
9	27-Feb-18	Cabinet	14	20	34
10	28-Feb-18	Council	41	75	116
11	15-Mar-18	Development Control Committee	52	131	183
12	21-Mar-18	SOSC 3	5	43	48
Totals			284	776	1060

4.3.2 This equates to the following average viewing figures for each of the meetings held in the last 12 month period:

	Live Views	On Demand Views	Total Views
Total Views	284	776	1060
Average	23.67	64.67	88.33

4.3.3 The cost of providing this service for the year equated to approximately 32p per webcast view.

4.3.4 Dual Language webcasting facilities has been procured for the next year with the intention of providing 10 webcast meetings in this financial year. Arrangements will be made for each committee to identify meetings whose content is likely to generate significant public interest and therefore should be webcast as necessary. The Head of Democratic Services will work with Committee Chairpersons to prioritise which meeting will be webcast.

4.4 Members ICT

4.4.1 The first meeting of the Members ICT Forum was held on 23 April 2018. Some of the information and outcomes from the meeting included:

- The cost of printing committee agenda packs and associated documents in 2017-18 had been reduced and that a total saving of £15,400 had been made from Elected Members printing costs.
- Members explained the difficulties that they had experienced with the devices which included:

- Logging on
 - Power in meeting rooms
 - Automatic Updates
- Members queried whether Google Chrome and other software could be installed on their devices. They were informed that the use of other software and apps would be investigated.
 - That the procurement of the Restricted Modern.gov app had been agreed and an implementation plan would be developed.
 - It was agreed that a members survey would be undertaken to seek members views of the ICT provision and what can be done to ensure that members were supported effectively in their role.

4.4.2 It is intended that the Restricted Modern.gov App and Chrome for Business and other updates will be made to Councillors ICT equipment following the Council meeting on 20 June 2018.

5. Effect upon Policy Framework& Procedure Rules

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

6. Equality Impact Assessment

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

7. Well-being of Future Generations (Wales) Act 2015 implications

7.1 The Act provides the basis for driving a different kind of public service in Wales, with 5 ways of working to guide how public services should work to deliver for people. The following is a summary to show how the 5 ways of working to achieve the well-being goals have been used to formulate the recommendations within this report:

- Long-term - The Democratic Services Committee was established to ensure that the long term needs of councillors were identified and met. The intention to undertake Elected Member surveys further supports the long term provision of ICT support for Elected Members.
- Prevention - The Democratic Services Committee has been requested to prioritise its learning and development opportunities to ensure that any training provided is timely and will ensure that Elected Members are made aware of key issues before they become difficult.
- Integration - The effective use of the Community Action Fund supports all of the wellbeing objectives.
- Collaboration - The development of the Member Development programme is collated following discussion and requests from a variety of Elected members and Officers in accordance with the Elected member Learning and Development Strategy.
- Involvement - Encouraging Elected Members to participate in learning

opportunities assist in the personal and professional development and ensure that they are able to meet the requirements of their role.

8. Financial implications

8.1 All financial implication contained within this report will be met from existing budgets

9. Recommendation

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

- i. Identify any additional topics for pre-Council briefings and prioritise them accordingly
- ii. Identify any additional member development topics for inclusion in the Member Development programme and prioritise them accordingly.
- iii. Identify any additional e-learning topics for inclusion in the Member Development programme and prioritise them accordingly.

GP JONES
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11 JUNE 2018

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Background documents – None

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