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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,

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, 12 Mawrth 2020**
am **10:00**.

AGENDA

1. Ymddiheuriadau am absenoldeb
Derbyn ymddiheuriadau am absenoldeb gan Aelodau.
2. Datganiadau o fuddiant
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 17/10/2019
4. Bil Llywodraeth Leol ac Etholiadau (Cymru) 9 - 12
5. Adroddiad Atodol Panel Annibynnol Cymru ar Gydnabyddiaeth Ariannol 2020-2021 13 - 20
6. Diogelwch Personol I Gynghorwyr 21 - 28
7. Cyfeiriadau Aelodau 29 - 32
8. Rhaglen Datblygu Aelodau 33 - 38
9. Gwe-ddarlledu Cyfarfodydd y Cyngor, y Cabinet a Phwyllgorau 39 - 44
10. Materion Brys

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

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Rydym yn croesawu gohebiaeth yn y Gymraeg. Rhowch wybod i ni os yw eich dewis iaith yw'r Gymraeg

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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

K Watson

Prif Swyddog – Gwasanaethau Cyfreithiol, Adnoddau Dynol a Rheoleiddio

Dosbarthiad:

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 COMMITTEE ROOMS 2/3, CIVIC OFFICES ANGEL STREET BRIDGEND
CF31 4WB DYDD IAU, 17 HYDREF 2019, AM 10:00

Presennol

Y Cyngorydd DG Howells – Cadeirydd

S Aspey
B Sedgebeer

RM Granville
SG Smith

DG Howells

RM James

Ymddiheuriadau am Absenoldeb

KL Rowlands, G Thomas, E Venables, SR Vidal a/ac A Williams

Swyddogion:

Michael Pitman
Andrew Rees

Prentis Gweinyddu Busnes
Rheolwr Gwasanaethau Democrataidd

168. ETHOL CADEIRYDD

PENDERFYNWYD: Yn absenoldeb y Cyng. E Venables, bod y pwyllgor yn ethol y Cyng. DG Howells yn Gadeirydd y cyfarfod hwn.

(Y Cyng. DG Howells yn y Gadair)

169. DATGAN BUDDIANT

Dim

170. CYMERADWYO'R COFNODION

PENDERFYNWYD: Cymeradwyo bod cofnodion cyfarfod 06/06/2019 yn wir ac yn gywir.

171. ADOLYGU'R CYFANSODDIAD

Gofynnodd y Rheolwr Gwasanaethau Democrataidd a ellid ystyried yr eitem hon olaf, gyda chaniatâd y Cadeirydd, gan fod angen i'r Swyddog Monitro fynd i gyfarfod arall, ond y byddai'n ceisio bod yn bresennol. Cytunodd y Cadeirydd i ystyried yr eitem olaf.

Cyflwynodd y Rheolwr Gwasanaethau Democrataidd adroddiad a amlinellai ganfyddiadau Gweithgor y Cyfansoddiad, fu'n adolygu elfennau o'r Cyfansoddiad.

Esboniodd fod y Swyddog Monitro wedi cael cais oddi wrth Aelod Etholedig i adolygu'r Cyfansoddiad. Yn unol ag Erthygl 15 y cyfansoddiad, bydd y Swyddog Monitro yn monitro ac yn adolygu gweithrediad y Cyfansoddiad, er mwyn sicrhau bod nodau ac egwyddorion y Cyfansoddiad yn cael eu gweithredu'n llawn. Bydd angen cymeradwyaeth y Cyngor ar gyfer unrhyw newidiadau ar sail argymhellion y Swyddog Monitro.

Wrth adolygu'r Cyfansoddiad, gofynnwyd yn benodol am gael ystyried y canlynol:

- 1) Ailsefydlu'r cyfnod o 5 niwrnod ar gyfer cwestiynau a chynigion, gan fod adnoddau addas bellach ar gael i gyfieithu'n brydlon i'r Gymraeg;

- 2) Yn dilyn cyflwyniadau a chyhoeddiadau aelodau'r Cabinet, yr Arweinydd a'r Prif Weithredwr, fod yr Aelodau'n cael cyfle am 15 munud i ofyn cwestiynau nas cyflwynwyd ymlaen llaw;
- 3) Rhoi tri munud (wedi'i gymryd o reol 3 munud y Pwyllgor Rheoli Datblygu) i'r tair gwrthblaid gael gwneud cyhoeddiadau neu gyflwyniadau gerbron y Cyngor;
- 4) Amseriad cyfarfodydd y Cyngor

Trafodwyd y pynciau a ganlyn yng nghyfarfodydd Gweithgor y Cyfansoddiad:

- Y cyfnod o amser ar gyfer cwestiynau a chynigion
- Cyhoeddiadau yng Nghyfarfodydd y Cyngor
- Ymateb i Gwestiynau Ysgrifenedig
- Cyhoeddiadau gan 3 Arweinydd y Gwrthbleidiau Mwyaf
- Amseriad Cyfarfodydd y Cyngor
- Y Broses Galw i Mewn
- Cyfnod o Rybudd ar gyfer Cyhoeddi Hysbysiad o Benderfyniad y Cabinet a Galw i Mewn
- Cyfnod o Amser ar gyfer Cynnal Pwyllgor Trosolwg a Chraffu
- Aelodau'n Galw Penderfyniad i Mewn

Ystyriodd y Pwyllgor yr argymhellion canlynol a wnaed gan Weithgor y Cyfansoddiad.

Cadw at yr un cyfnod o amser ar gyfer cyflwyno cwestiynau a chynigion, sef 10 diwrnod gwaith clir. O ran cyhoeddiadau a wneir yn y Cyngor, argymhellid y dylid diwygio'r Cyfansoddiad i newid y teitl 'Adroddiad yr Arweinydd' i 'Cyhoeddiadau'r Arweinydd', ac y dylid byrhau'r cyhoeddiadau a wneir gan y Cabinet ar hyn o bryd. Bod holl Aelodau'r Cyngor yn derbyn ymateb i cwestiynau ysgrifenedig 24 awr cyn cyfarfod y Cyngor lle bo'n ymarferol. Y bydd yr ateb wedi'i gofnodi yng nghofnodion y cyfarfod hwnnw o'r Cyngor. Y gallai cyhoeddiadau gan Arweinwyr Gwrthbleidiau arwain at ddatganiadau gwleidyddol, ac nid oedd dymuniad i fynd ar drywydd cyhoeddiadau gan Arweinwyr y 3 Gwrthblaid fwyaf. Gan fod y bleidlais electronig a gynhaliwyd ar ddiwedd cyfarfod y Cyngor ar 24 Gorffennaf 2019 wedi'i cholli, na ddylid ystyried cynnal cyfarfodydd gyda'r nos ymhellach, nes cychwyn y weinyddiaeth nesaf. Dylid ymestyn y cyfnod o rybudd a'r ôl cyhoeddi penderfyniad o'r 3 diwrnod gwaith clir cyfredol i 5 diwrnod gwaith clir cyfredol, er mwyn creu mwy o dryloywder, ac i roi mwy o gyfle i Aelodau'r fainc ôl gael galw penderfyniad i mewn. Cadw'r cyfnod o amser ar gyfer cynnal Pwyllgor Trosolwg a Chraffu yr un peth, sef o fewn 5 diwrnod gwaith clir. Bod unrhyw Aelod, gan gynnwys Cadeirydd, sy'n galw penderfyniad i mewn, wedi'i eithrio o'r broses benderfynu yng nghyfarfod y Pwyllgor hwnnw, ond ei fod yn cael gwahoddiad i roi tystiolaeth gerbron y Pwyllgor i gefnogi'r cais i alw penderfyniad i mewn.

Ystyriai Aelod o'r Pwyllgor fod cwestiynau atodol yn aml yn faith ac nad oeddent weithiau'n gysylltiedig â'r cwestiwn gwreiddiol. Esboniodd y Rheolwr Gwasanaethau Democrataidd, os oedd cwestiwn wedi'i dybio'n amhriodol neu nad oedd yn ymwneud â'r cwestiwn gwreiddiol, y byddai'r Swyddog Monitro a'r Maer yn barnu ei fod yn annerbyniol.

Gofynnodd Aelod a ellid pwysleisio'r uchod ymhlith yr Aelodau er mwyn sicrhau bod cwestiynau a chwestiynau atodol yn fyr a chryno, ac yn ymwneud â'r mater dan sylw. Cadarnhaodd y Rheolwr Gwasanaethau Democrataidd y byddai'n adrodd hyn yn ôl i'r Swyddog Monitro.

Gofynnodd y Pwyllgor, mewn perthynas â pharagraff 4.7.2 yn yr adroddiad, am gael gofyn i'r Cyngor a ellid cynnal cyfarfodydd y Pwyllgor Gwasanaethau Democrataidd am 4pm yn y dyfodol.

- PENDERFYNWYD:
1. Nodi'r ymchwil a'r gwaith a gyflawnwyd gan y Gweithgor a diolch i'r Swyddog Monitro, y Rheolwr Gwasanaethau Democrataidd a'r Prentis Busnes am eu gwaith wrth gynnal ymchwil ac wrth gefnogi Gweithgor y Cyfansoddiad;
 2. Nodi argymhellion y Gweithgor;
 3. Bod y Pwyllgor yn cymeradwyo argymhellion Gweithgor y Cyfansoddiad i'w hargymell i'r Cyngor, gan ychwanegu'r canlynol:
 - (i) mewn perthynas â pharagraff 4.3.9 yr adroddiad, ychwanegu y dylid plismona'r cwestiynau atodol yn gliriach er mwyn sicrhau eu bod yn berthnasol i'r cwestiwn gwreiddiol a'u bod yn fyr a chryno;
 - (ii) mewn perthynas â pharagraff 4.7.2 yr adroddiad, gofyn am gael cynnal cyfarfodydd y Pwyllgor Gwasanaethau Democrataidd am 4pm yn y dyfodol.

172. RHAGLEN DATBLYGU'R AELODAU

Cyflwynodd y Rheolwr Gwasanaethau Democrataidd adroddiad a roddai'r newyddion diweddaraf i'r Pwyllgor Gwasanaethau Democrataidd ynghylch darparu Rhaglen Hyfforddi a Datblygu Aelodau'r Cyngor, a gweithgareddau cysylltiedig. Gofynnodd i'r Pwyllgor nodi pynciau i'w cynnwys ar Raglen Datblygu'r Aelodau ac mewn Sesiynau Briffio Cyn Cyfarfod y Cyngor.

Esboniodd y Rheolwr Gwasanaethau Democrataidd yr hyfforddiant datblygu aelodau, Hyfforddiant y Pwyllgor Rheoli Datblygu a'r Sesiynau Briffio cyn Cyfarfodydd Cyngor a oedd wedi cael eu darparu ers 6 Mehefin 2019, ac a oedd wedi'u rhestru yn 4.1, 4.2 a 4.3 yn yr adroddiad.

Darparodd amserlen Sesiynau Briffio Cyn Cyfarfod y Cyngor hyd yma, a oedd yn cynnwys:

- 23 Hydref 2019: Cynllun Datblygu Strategol
- 20 Tachwedd 2019: Strategaeth Ynni'r Ardal Leol a Chynllun Ynni Doeth
- 18 Rhagfyr 2019: Newidiadau'r Cwricwlwm Newydd
- 11 Mawrth 2020: Deilliannau Addysg
- System Les a Budd-daliadau - i'w gadarnhau

Dywedodd fod Ionawr/Chwefror wedi'u gadael yn wag yn fwriadol gan mai dyna'r adeg o'r flwyddyn pan fyddai'r gyllideb yn cael ei hystyried. Esboniodd y bu amwysedd ynghylch hyn ar yr amserlen, felly nad oedd unrhyw sesiynau briffio wedi'u cynllunio am y tro.

Rhoddodd y Rheolwr Gwasanaethau Democrataidd amlinelliad o Sesiynau Hyfforddiant y Pwyllgor Rheoli Datblygu a oedd wedi'u hamserlennu, a nodwyd yn adran 4.5 yr adroddiad.

Amlinellodd hefyd sesiynau Hyfforddi'r Aelodau a oedd wedi'u cynnig yn y dyfodol, gan gynnwys:

- 31 Hydref 2019 - Rheoli Galwadau Ffôn Camdriniol ac Ymosodol, Rheoli Gwrthdaro ac Ymwybyddiaeth o Diogelwch Personol
- Defnyddio Mapiau Pontio
- Sgiliau Gofyn Cwestiynau Craffu - I'w chadarnhau
- Sgiliau Cadeirio Craffu - I'w chadarnhau

Dywedodd y Rheolwr Gwasanaethau Democrataidd y byddai'r hyfforddiant a oedd wedi'i drefnu ar gyfer 31 Hydref yn cael ei ddarparu ddwywaith y diwrnod hwnnw, gydag un sesiwn yn cael ei darparu yn y bore, a'r sesiwn honno'n cael ei hailadrodd yn y prynhawn. Roedd hyn er mwyn sicrhau bod Aelodau a allai fod wedi'i chael hi'n anodd cyrraedd yn y bore yn gallu mynd i sesiwn y prynhawn, ac fel arall.

Dywedodd y Rheolwr Gwasanaethau Democrataidd wrth y Pwyllgor am y Gwasanaeth E-ddysgu a oedd wedi cael ei ddarparu iddynt drwy'r Learning Pool. Dywedodd fod gwaith wedi cael ei gyflawni drwy Rwydwaith Penaethiaid Gwasanaethau Democrataidd / Swyddogion Cefnogi'r Aelodau Cymdeithas Llywodraeth Leol Cymru (CLILC) i ddatblygu modiwlau E-ddysgu cenedlaethol i'w darparu drwy Academi Cymru Gyfan. Roedd manylion pellach wedi'u cynnwys yn adran 4.7 yr adroddiad.

Gofynnodd Aelod am eglurhad ynghylch hyfforddiant arfaethedig y System Les a Budd-daliadau, o ran cynnwys yr hyfforddiant hwnnw a'r hyn y byddai disgwyl i Gynghorwyr ei wneud yn ei sgil. Esboniodd y Rheolwr Gwasanaethau Democrataidd na fyddai'r hyfforddiant ond yn cael ei ddarparu er gwybodaeth, fel bo modd cyfeirio etholwr i'r gwasanaeth cywir. Pwysleisiodd na fyddai disgwyl i Gynghorwyr roi cyngor ynghylch budd-daliadau, ond dylai fod ganddynt wybodaeth well am y gwasanaethau sydd ar gael er mwyn gallu dweud wrth etholwyr ymhle i gael gwybodaeth bellach.

Esboniodd y Rheolwr Gwasanaethau Democrataidd ei fod wedi bod mewn cysylltiad â'r Rheolwr Budd-daliadau ac Aseidiadau Ariannol a gytunai y byddai'n fuddiol cael taflen ffeithiau a rhestr o asiantaethau, ac y gellid darparu'r rhestr honno ymhen amser.

PENDERFYNWYD: Bod y Pwyllgor Gwasanaethau Democrataidd:

1. Yn nodi cynnwys yr adroddiad
2. Yn cytuno i ddisgwyl am argymhellion y Pwyllgor Rheoli Datblygu ynghylch Briffiau pellach Cyn Cyfarfodydd y Cyngor a Sesiynau Hyfforddiant Datblygu'r Aelodau pellach.
3. Bod yr aelodau'n cyfeirio unrhyw bynciau ychwanegol ar gyfer briffiau cyn cyfarfodydd Cyngor i sylw'r Pennaeth Gwasanaethau Democrataidd;
4. Bod yr aelodau'n cyfeirio unrhyw bynciau ychwanegol ar gyfer Datblygu'r Aelodau i'w cynnwys ar Raglen Datblygu'r Aelodau i sylw'r Pennaeth Gwasanaethau Democrataidd;
5. Bod yr aelodau'n cyfeirio unrhyw bynciau ychwanegol ar gyfer e-ddysgu i'w cynnwys ar Raglen Datblygu'r Aelodau i sylw'r Pennaeth Gwasanaethau Democrataidd;
6. Bwrw ymlaen â'r Briff Cyn Cyfarfod y Cyngor a gynigiwyd ar y System Les a Budd-daliadau drwy roi taflen ffeithiau i'r Aelodau yn lle hynny ar y mathau o fudd-dal sydd ar gael.

173. GWE-DDARLLEDU CYFARFODYDD Y CYNGOR, Y CABINET A PHWYLLGORAU

Cyflwynodd y Rheolwr Gwasanaethau Democrataidd adroddiad a roddai'r newyddion diweddaraf i'r pwyllgor am drefniadau ynghylch gwe-ddarlledu cyfarfodydd y Cyngor, y Cabinet a Phwyllgorau, a gofynnodd am sylwadau'r Pwyllgor Gwasanaethau Democrataidd ynghylch pa gyfarfodydd y dylid eu gwe-ddarlledu.

PWYLLGOR GWASANAETHAU DEMOCRATAIDD - DYDD IAU, 17 HYDREF 2019

Hysbysodd y Pwyllgor ynghylch y trefniadau gwe-ddarlledu cyfredol a nodir yn adran 4.2 yr adroddiad.

Dywedodd y Rheolwr Gwasanaethau Democritaidd wrth yr Aelodau y byddai Swyddogion, yn ystod cyfnod y contract nesaf, yn ystyried dichonoldeb datrysiadau eraill ar gyfer gwe-ddarlledu, sef drwy Skype a YouTube. Roedd swyddogion o'r Gwasanaethau Democritaidd a'r Adran TGCh wedi ymweld â Chyngor Sir Fynwy i weld sut yr oeddent yn gwe-ddarlledu cyfarfodydd. Dywedodd fod yr opsiwn hwn yn cael ei ystyried ac y byddai'n golygu arbed costau.

Darparodd ystadegau cyfarfodydd a we-ddarledwyd yn 2018/19. Mae'r rhain wedi'u rhestru isod:

	Dyddiad	Enw'r Cyfarfod	Gwyllo Byw	Gwyllo Ar Alw	Cyfanswm y Gwyllo
1	30-Awst-18	Pwyllgor Rheoli Datblygu	38	51	99
2	17-Medi-18	Pwyllgor Trosolwg a Craffu Pwnc 3	11	131	142
3	16-Hydref-18	Pwyllgor Trosolwg a Craffu Pwnc 1	0	42	42
4	18-Hydref-18	Pwyllgor Trosolwg a Craffu Pwnc 2	22	47	69
5	18-Rhag-18	Cabinet	27	31	58
6	03-Ion-19	Pwyllgor Rheoli Datblygu	10	28	38
7	14-Chwef-19	Pwyllgor Rheoli Datblygu	70	72	142
8	25-Chwef-19	Pwyllgor Trosolwg a Craffu Pwnc 3	6	10	16
9	18-Mawrth-19	Pwyllgor Trosolwg a Craffu Pwnc 3	10	32	42
10	19-Mawrth-19	Pwyllgor Rheoli Datblygu	55	120	175
Gwyllo Cyfartalog			25	56	82
Cyfanswm y Gwyllo			249	564	823

Rhestrodd y Rheolwr Gwasanaethau Democritaidd y cyfarfodydd canlynol a oedd wedi cael eu gwe-ddarlledu ar gyfer y flwyddyn 2019/20 hyd yma, gan gynnwys dadansoddiad o'r gwyllo:

	Dyddiad	Enw'r Cyfarfod	Gwyllo Byw	Gwyllo Ar Alw	Cyfanswm y Gwyllo
1	29-Ebrill-19	Pwyllgor Trosolwg a Craffu Pwnc 1	3	49	52
2	09-Mai-19	Pwyllgor Rheoli Datblygu	6	29	35
3	04-Mehefin-19	Pwyllgor Trosolwg a Craffu Pwnc 1	42	64	106
4	03-Gorff-19	Pwyllgor Trosolwg a Craffu Pwnc 2	4	31	35
5	05-Medi-19	Pwyllgor Trosolwg a Craffu Pwnc 3	15	52	62

PWYLLGOR GWASANAETHAU DEMOCRATAIDD - DYDD IAU, 17 HYDREF 2019

Gwyllo Cyfartalog	14	45	57
Cyfanswm y Gwyllo	74	225	309

Hysbysodd y Rheolwr Gwasanaethau Democrataidd y pwyllgor fod y cyfarfodydd canlynol wedi'u cynnig i'w gwe-ddarlledu hyd fis Mawrth 2020:

- Pwyllgor Rheoli Datblygu - 5 Rhagfyr 2019
- Y Cabinet - 17 Rhagfyr 2019
- Pwyllgor Trosolwg a Craffu Corfforaethol i'w gadarnhau - (Y Gyllideb)

Dywedodd fod cyfarfodydd mis Hydref 2019 a mis Tachwedd 2019 wedi'u hepgor yn fwrriadol oherwydd bod trefniant i osod camerâu HD newydd yn fuan ym mis Tachwedd i gymryd lle'r camerâu presennol sydd wedi'u gosod yn Siambr y Cyngor.

Gofynnodd Aelod pwy sy'n penderfynu ar ba gyfarfodydd i'w gwe-ddarlledu. Esboniodd y Rheolwr Gwasanaethau Democrataidd mai'r Tîm Gwasanaethau Democrataidd sy'n dewis cyfarfodydd yn bennaf, ar y sail y gallai'r eitem neu'r eitemau ar agenda'r cyfarfod hwnnw fod o ddiddordeb i'r cyhoedd.

Esboniodd fod croeso o hyd i Aelodau fynegi sylwadau wrth y Tîm Gwasanaethau Democrataidd ynghylch pa gyfarfodydd y maent am iddynt gael eu gwe-ddarlledu, a rhoddir ystyriaeth i'r sylwadau hynny.

Dywedodd Aelod y gallai newid y term a ddefnyddir i ddisgrifio gwe-ddarlledu ei gwneud hi'n haws i aelodau'r cyhoedd ganfod y ddolen ar y wefan ar gyfer cyfarfodydd sydd wedi'u recordio. Esboniodd nad yw 'gwe-ddarlledu' mewn gwirionedd yn esbonio'r hyn yr ydym yn ei wneud mewn gwirionedd, neu ei bod hi'n bosibl na fydd cynulleidfa hyn yn deall y term. Ychwanegodd y gallai newid yr enw i 'gweld cyfarfod y Cyngor' neu rywbeth tebyg helpu'r cyhoedd i ddeall yn well. Cytunodd y Rheolwr Gwasanaethau Democrataidd i fynd ar drywydd hyn.

PENDERFYNWYD: Bod y Pwyllgor Gwasanaethau Democrataidd:

1. Yn nodi'r diweddariad ar drefniadau i we-ddarlledu cyfarfodydd y Cyngor, y Cabinet a Phwyllgorau fel y manylir yn adran 4 yr adroddiad.
2. Wedi gwneud sylwadau ynghylch y rhestr o gyfarfodydd a gynigir, fel y manylir yn adran 4.4.4 o'r adroddiad, ac wedi mynegi ei farn ynghylch pa gyfarfodydd y dylid eu gwe-ddarlledu yn y dyfodol.
3. Yn gofyn i'r Pennaeth Gwasanaethau Democrataidd ystyried datrysiadau eraill ar gyfer gwe-ddarlledu cyfarfodydd, er mwyn sicrhau'r datrysiad mwyaf cost-ffeithiol, ac i'w gwneud yn fwy hygyrch i'r cyhoedd.

174. **EITEMAU BRYD**

Dim

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO THE DEMOCRATIC SERVICES COMMITTEE

12 MARCH 2020

REPORT OF THE HEAD OF DEMOCRATIC SERVICES

LOCAL GOVERNMENT AND ELECTIONS (WALES) BILL

1. Purpose of Report

- 1.1 To provide Members with the key proposals in the Local Government and Elections (Wales) Bill.

2. Connection to Corporate Objectives / Other Corporate Priorities

- 2.1 This report assists in the achievement of the following corporate objectives / corporate priority/priorities:

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 and Elections (Wales) Bill was presented in November 2019 to the National Assembly for Wales. It will reform and strengthen local government and improve electoral arrangements.

4. Current situation / proposal

- 4.1 The key proposals in the Bill are outlined at paragraphs 4.2 to 4.9 for information.

4.2 Local Government Electoral Arrangements

- 4.2.1 The voting age for local government elections will be lowered from 18 to 16 and the right to stand and vote in local government elections will be extended to qualifying foreign citizens resident in Wales.

- 4.2.2 Local authorities and community councils will be put on a permanent five year electoral cycle, powers will be given to the Welsh Government to establish an all Wales digital electoral register and pilots of new ways to hold local elections will be allowed (i.e. all postal voting, new voting hours, electronic voting, electronic counting).

4.3 Disqualification criteria to stand as a councillor

- 4.3.1 People who have been declared bankrupt, are registered sex offenders, have served a prison sentence (suspended or not) of 3 months or more will be disqualified.

4.3.2 Council staff will be allowed to stand in elections for their employer local authority but will be required to resign if elected.

4.4 Governance Arrangements

4.4.1 The Bill will introduce a general power of competence for local authorities and eligible community councils, giving the power to act in their respective community's best interests, generate efficiencies and secure value for money.

4.4.2 Local authorities will still need to appoint a Chief Executive but must publish arrangements for managing their performance. The Bill introduces job sharing for Cabinet level positions and places a requirement on councils to have provision for maternity leave for councillors.

4.4.3 Standards Committees will be required to publish an Annual Report, while community councils will need to draft and publish a training plan for councillors and staff.

4.5 Mergers

4.5.1 There will be provision for regional working by more than one local authority through corporate joint committees. It also gives the Welsh Government the power to intervene or order one local authority to assist another one if it is believed a council is not meeting performance requirements (based on self-assessment and peer review).

4.5.2 Any mergers will be wholly voluntary. Two or more local authorities can apply to Welsh Government with a merger application. The Bill sets out the formal public consultation process and regulations required to create a merged local authority. Councils can also request to be abolished.

4.6 Public engagement

4.6.1 Local authorities will be required to publish a public participation strategy. There will also be a duty placed on local authorities to encourage local people to participate in local government.

4.6.2 Local authorities will need to introduce public petition schemes, webcast all public meetings (subject to regulations) and make arrangements for remote attendance by councillors. These provisions will not apply to community councils.

4.6.3 Community Councils will be required to allow members of the public to make representations during meetings and publish annual reports at the end of each financial year.

4.7 Two Voting Systems

4.7.1 The Bill proposes a change to allow Councils to choose their own voting system in which elections can be contested, either the existing first past the post system or single transferable vote system. Councils would need a majority of two thirds to

change the voting system, the system could not be changed back for the period of two ordinary elections.

4.8 Governance and Audit Committees

4.8.1 The Bill proposes changes to reform Audit Committees, renaming it the Governance and Audit Committee.

4.8.2 The Bill also proposes that one third of the Committee must be lay members and also that the Chairperson must be a lay member.

4.9 Duty on principal councils to publish official addresses

4.9.1 The Bill proposes a duty on Councils to publish an electronic and postal address where councillors can be contacted by their electorate to ensure councillors are freely accessible to local people. The duty however allows these contact details to be a general council address, rather than councillors' personal addresses, which is an approach this Council has already adopted on request from individual Members.

5. Effect upon Policy Framework & Procedure Rules

5.1 None.

6. Equality Impact Assessment

6.1 None.

7. Wellbeing of Future Generations (Wales) Act 2015 Implications

7.1 The well-being goals identified in the Act were considered in the preparation of this report. As the report is for noting only, it is considered that there will be no significant or unacceptable impacts upon the achievement of well-being goals/objectives as a result of this report.

8. Financial Implications

8.1 It is unclear at this stage how much the Local Government and Elections (Wales) Bill will cost the Authority.

8.2 The total cost of the Bill's provision is expected to be around £17.2 million spread over 10 years. Most of this will fall on Welsh Government, with around £3 million falling on local government.

9. Recommendation

9.1 Members are recommended to note the report.

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Background Documents
None

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO THE DEMOCRATIC SERVICES COMMITTEE

12 MARCH 2020

REPORT OF THE HEAD OF DEMOCRATIC SERVICES

SUPPLEMENTARY REPORT OF THE INDEPENDENT REMUNERATION PANEL FOR WALES 2020-2021

1. Purpose of Report

- 1.1 The purpose of this report is to advise the Democratic Services Committee of a Draft Supplementary Report issued by the Panel relating to the reimbursement of Costs of Care which is the subject of consultation.

2. Connection to corporate improvement objectives /other corporate priorities

- 2.1 The Independent Remuneration Panel for Wales has acknowledged the need to ensure that financial barriers do not stand in the way of attracting more people to serve in local government. The active participation of all Members contributes to all the following 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 Local Authorities (Allowances for Members) (Wales) Regulations 2007 provided for the establishment of the Independent Remuneration Panel for Wales.
- 3.2 In addition to the publication by the Independent Remuneration Panel for Wales of its Annual Report for 2020-21, which is being reported to Council on 11 March 2020, the Panel has also issued a draft supplementary report relating to the Reimbursement of Costs of Care.

4. Current Situation / Proposal

- 4.1 Draft Supplementary Report on the Reimbursement of the Costs of Care

- 4.1.1 The Independent Remuneration Panel for Wales has issued a draft supplementary report relating to the Reimbursement of Costs of Care. The Panel has endeavoured to find ways to increase the take up of the financial support for members of councils who have care responsibilities or personal needs. The Panel believe that this provision is an important factor to increase and sustain diversity of membership of local authorities.
- 4.1.2 The Panel proposes a set of principles that should be adopted by all relevant authorities and has issued a consultation document requesting that responses be submitted to the Panel by 9 April 2020, prior to the publication of the final Report. The draft supplementary report sets out the Panel's proposals for consultation which is attached at **Appendix 1** and sets out the minimum authorities should do and how this could be done with regard to the Reimbursement of the Costs of Care. The purpose of the proposal is to enable all members and co-opted members of relevant authorities to carry out their duties effectively.

5. Effect Upon Policy Framework & Procedure Rules

- 5.1 There is currently no impact of the Policy Framework or Procedure Rules.

6. Equalities Impact Assessment

- 6.1 This report is supportive of the equalities implications for Elected Members by including care, family and other allowances.

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

- 7.1 The well-being goals identified in the Act were considered in the preparation of this report. It is considered that there will be no significant or unacceptable impacts upon the achievement of wellbeing goals/objectives as a result of this report

8. Financial Implications

- 8.1 The budget set for the remuneration of Elected Members in 2020-21 is £1,152,930. The additional cost of care will be met from within the existing budget.

9. Recommendations

- 9.1 The Committee is requested to consider the set of principles for the Reimbursement of the Costs of Care and respond accordingly to the Independent Remuneration Panel for Wales' Draft Supplementary Report by the deadline of 9 April 2020.

Head of Democratic Services
4 March 2020

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Background documents: None

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Independent Remuneration Panel for Wales

Draft Supplementary Report

The Principles relating to the Reimbursement
of Costs of Care

February 2020

Mae'r ddogfen yma hefyd ar gael yn Gymraeg.
This document is also available in Welsh.

Draft Supplementary Report

The Principles in respect of the Reimbursement of Costs of Care (RoCoC)

Introduction

The Panel's core principles have been a fundamental feature of its work since it was established and are contained in each Annual Report. These include:

Remuneration

1.3 The Framework provides for payment to members of relevant authorities who carry a responsibility for serving their communities. The level of payment should not act as a barrier to taking up or continuing in post. There should be no requirement that resources necessary to enable the discharge of duties are funded from the payment. The Framework provides additional payments for those who are given greater levels of responsibility.

Diversity

1.4 Democracy is strengthened when the membership of relevant authorities adequately reflects the demographic and cultural make-up of the communities such authorities serve. The Panel will always take in to account the contribution its Framework can make in encouraging the participation of those who are significantly under-represented at local authority level.

The provision of financial support for members with care responsibilities or personal needs is an important factor in improving and sustaining the diversity of membership. It is essential that there is clarity in the availability of and the access to this support. We therefore propose to supplement our core principles with additions specifically relating to the costs of care. This draft Supplementary Report sets out our proposals for consultation.

The purpose is:

To enable all members and co-opted members of relevant authorities to carry out their duties effectively

The Relevant Authorities are:

22 Local Authorities, 735 Town and Community Councils, 3 National Park and 3 Fire and Rescue Authorities

The Minimum Authorities should do		How this could be done
1 Be clear who it is for	<p>1.1 Members with primary caring responsibilities for a child or adult and or personal support needs where these are not covered by statutory or other provision.</p> <p>1.2 For personal support. This might also include a short term or recent condition not covered by the Equality Act 2010, access to work, Personal Payments, insurance or other provision.</p>	Democratic Services Committees and or Staff to review members' needs annually and when circumstances change
2 Raise Awareness	2.1 Ensure potential candidates, candidates and current members are aware that RoCoC is available to them should their current or future circumstances require.	Ensure clear and easily found information is available on website and in election and appointment materials, at Shadowing and at induction and in the members' "handbook". Signpost to IRPW Payments to Councillors leaflets.
3 Promote a Positive Culture	3.1 Ensure all members understand the reason for RoCoC and support and encourage others to claim where needed.	Encouragement within and across all parties of Relevant Authorities to support members to claim. Agree not to advertise or make public individual decisions not to claim.
4 Set out the approved duties for which RoCoC can be claimed	<p>4.1 Meetings – formal (those called by the Authority) and those necessary to members' work (to deal with constituency but not party issues) and personal development (training, and appraisals.)</p> <p>4.2 Travel – in connection with meetings.</p> <p>4.3 Preparation – reading and administration are part of a member's role. Some meetings and committees require large amounts of reading, analysis or drafting before or after a meeting.</p> <p>4.4 Senior salary holders with additional duties may have higher costs.</p>	<p>Approved duties are usually a matter of fact. Interpretation of the IRPW Regulations are set out in the Annual Report.</p> <p>"Any other duty approved by the authority, or any duty of class so approved, undertaken for the purpose of, or in connection with, the discharge of the functions of the authority or any of its committees."</p>

<p>5 Be flexible about the types of care that can be claimed</p>	<p>5.1 Members should not be “out of pocket”</p> <p>5.2 Models of care and needs vary</p> <p>5.3 Members may use a combination of several care options</p> <p>5.4 Patterns of care may alter over the civic and academic year</p> <p>5.5 Not all care is based on hourly (or part hourly) rates</p> <p>5.6 Where a whole session must be paid for, this must be reimbursed even where the care need is only for part of a session</p> <p>5.7 Members may need to:</p> <p>5.7.1 book and pay for sessions in advance</p> <p>5.7.2 commit to a block contract: week, month or term</p> <p>5.7.3 pay for sessions cancelled at short notice</p> <p>5.8 Where care need straddles two sessions both should be reimbursed</p>	
<p>6 Have a simple claim process</p>	<p>6.1 Members should know how to claim.</p> <p>6.2 The claim process should be clear, proportionate and auditable.</p>	<p>Check claim at members’ appraisals and regular review</p> <p>Flexibility to accept paperless invoices</p> <p>On line form</p> <p>Same or similar form to travel costs claim</p>
<p>7 Comply with IRPW Publication rules</p>	<p>7.1 The IRPW Framework states:</p> <p>“In respect of the publication of the reimbursement of the costs of care, the Panel has decided that relevant authorities should only publish the total amount reimbursed during the year. It is a matter for each authority to determine its response to any Freedom of Information requests it receives. However, it is not intended that details of individual claims should be disclosed.”</p>	

BRIDGEND COUNTY BOROUGH COUNCIL
REPORT TO THE DEMOCRATIC SERVICES COMMITTEE

12 MARCH 2020

REPORT OF THE HEAD OF DEMOCRATIC SERVICES

PERSONAL SAFETY FOR COUNCILLORS

1. Purpose of Report

- 1.1 The purpose of this report is to provide guidance to Councillors on issues of Personal Safety and Lone Working.

2. Connection to Corporate Improvement Objectives / Other Corporate Priorities

- 2.1 The support provided to Councillors via the Council's Member Training and Development Programme assists in the achievement of the following corporate priorities:

- **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 the people in the county.
- **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.
- **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 This report sets out some useful guidance so that Councillors understand the steps they should take to keep themselves safe.

4. Current situation / proposal

- 4.1 Councillors should be mindful of the risks involved when carrying out their role, for example: Visiting people in their homes; Receiving callers to your home; Holding surgeries; Travelling, whether on public or private transport and when alone; and Communicating online.
- 4.2 Attached as **Appendix A** to this report is a useful guide relating to the Personal Safety of Councillors, which has been developed by Swansea Council and the Welsh Local Government Association. This guide aims to help Councillors carry out their role safely and effectively.

- 4.3 The purpose of the Personal Safety of Councillors guide is to set out what personal safety measures can be taken to prevent and to deal with those rare circumstances when they might find themselves in situations where they become anxious for their safety. In general terms the guidance follows advice given to others who, by virtue of public duties or employment, meet many people whom they do not know.
- 4.4 Some Councillors are concerned that their home address is published on the Authority's Website. Should a Councillor wish for their home address to be removed, they should contact the Head of Democratic Services. The Head of Democratic Services will then arrange for the home address to be replaced by the Democratic Services Team details. However, the Councillors email address and telephone number should remain on the Authority's website and promoted as necessary save in exceptional circumstances which should be raised with the Monitoring Officer.
- 4.5 Councillors are urged to familiarise themselves with this Guidance in order to ensure their own personal safety.
- 5. Effect upon Policy Framework and Procedure Rules**
- 5.1 The report does not have any impacts on Policy Framework and Procedure Rules.
- 6. Equality Impact Assessment**
- 6.1 There are no equality implications arising from this report.
- 7. Wellbeing of Future Generations (Wales) Act 2015 Implications**
- 7.1 The well-being goals identified in the Act were considered in the preparation of this report. It is considered that there is no significant or unacceptable impact upon the achievement of well-being goals/objectives as a result of this report.
- 8. Financial Implications**
- 8.1 There are no financial implications arising from this report.
- 9. Recommendation**
- 9.1 The Committee is recommended to note the contents of the report and the guide relating to the Personal Safety of Councillors which has been developed by Swansea Council and the Welsh Local Government Association and that the Personal Safety for Councillors be emailed to all Councillors.

Head of Democratic Services

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26 February 2020

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Background documents: None

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Appendix A

Personal Safety - Councillors Guide

The relationship between Councillors and their communities is at the heart of what being a Councillor is all about. The face-to-face contact when constituents can share problems and concerns is vital to enhancing that relationship. This guide aims to help Councillors carry out their role safely and effectively.

An important role of Councillors is to keep in touch with their communities. This includes helping individuals with any problems they might have. Often this extends beyond just the delivery of Council services. These contacts are usually rewarding and non-adversarial. Councillors become experienced in calming down and treating with respect and sympathy angry and frustrated residents who often resort to their elected representative when they feel that they are getting nowhere in resolving their problems through other channels.

The purpose of this guide is not to make Councillors nervous, but to set out what personal safety measures can be taken to prevent and to deal with those rare circumstances when they might find themselves in situations where they become anxious for their safety. In general terms the guidance follows advice given to others who, by virtue of public duties or employment, meet many people whom they do not know.

Car Safety and Parking

You need to take the same precautions as most car owners do:

- Have your keys in your hand or easily accessible;
- Consider whether an area will be dark and isolated when you return to your car;
- Park where possible, under street lighting;
- Lock the car doors when you get into the car;
- Take boxes/bags to the car when other people are around;
- Try to park on the left hand side of the road facing the way you want to drive off;
- In a cul de sac do not park facing the dead end;
- Try to park in a space where you will not be blocked in;
- At service stations always lock the car when you go to pay.

Dealing with Emotional Constituents

It is inevitable that some of the people Councillors will meet will be angry or upset. You need to be prepared to handle all types of emotion. For example, it is worth having some tissues on hand.

Councillors have to develop the quiet skill of being concerned about constituents' problems without being so involved that they become too emotional to be of help. Calmness in the face of whatever comes up will help you and your constituents.

Councillors may find that racist or offensive remarks are made. If they are directed at you - do not respond - this will only make the situation worse. Instead, bring the interview to an end as quickly as possible. If they are more general remarks, you should state that this is not acceptable and that you cannot continue the interview. Often this will elicit an apology. Otherwise ask the person to leave. However, you must use your own judgement and if you are alone and in a vulnerable situation do not put yourself at risk no matter how angry the remarks make you.

Ward Surgeries

Where ward surgeries are held, the arrangements each Councillor makes will vary according to local circumstances and it will be a fortunate Councillor who can find premises for their surgery which meet every aspect of good practice and are also accessible to their constituents. What follows are suggestions about how to make a surgery safe and effective. Most Councillors will go through their entire service on the Council without experiencing any problems but a little time given to preparation and planning can reduce the already small risk further.

The Basics

- 1 Do not hold surgeries alone in an otherwise empty building. Try to get someone to act as receptionist. This not only makes you safer, but also makes it much easier to manage a busy surgery. If you are currently doing surgeries alone, discuss how this can be changed with fellow Councillors or Council Officers.
- 2 If you cannot avoid doing surgeries on your own, make sure you remember a few simple guidelines. The layout of the room should suit you, i.e. you should sit nearest to the door with the constituents seated on the other side of the table. Seating is best set out at an angle of 45 degrees (seating directly opposite can be confrontational).
- 3 If there is no separate waiting room, try to ensure that the waiting constituents are as far as possible away from those whom you are talking to.
- 4 Make sure there are no heavy items in the room that could be used as weapons.
- 5 Inform the Police when and where your surgeries are held.
- 6 If you are at the stage of looking for suitable premises in which to hold a surgery, try to get a space with as many as possible of the following features:
 - Council premises (e.g. community centres) during opening hours or other premises
 - where there are many other people about.
 - Premises where the names of any visitors for Councillors are recorded.
 - Premises where there is a comfortable waiting area.
 - Try to ensure the surgery (interviewing) room:
 - Is in view of the reception or public area;

- Is connected to the reception by an alarm and there is a procedure for dealing with call for assistance;
- Has a vision panel in the door;
- Has a swift means of escape and any visitors are not able to lock the door from the inside.

Personal Callers

Most Councillors seek to maintain a balance between their personal and public lives and do not want to encourage any callers at their private homes. Good publicity as to how to contact Councillors and details of ward surgeries reduces the chances of unwanted callers.

Mail

As with telephone calls, Councillors on rare occasions can become the target of malicious anonymous letters. Any such letters should be given immediately to the Police.

Home Visits

Councillors do sometimes visit residents in their homes, especially those who are elderly, disabled or where they simply want to see for themselves the conditions that are the subject of complaints.

It is for each Councillor to decide whether a particular visit should be made, especially if the person to be visited is unknown to the Councillor. Most Councillors trust their own instincts as to whether to meet someone alone. Sometimes the Councillor might prefer to be accompanied by a ward colleague or invite the person to a more public place. It is always advisable for you to keep a record of your whereabouts. If necessary, you can let the person whom you are visiting know there is such a record or that you are expected at another place by a certain time etc. or make a call on your mobile phone during the visit.

Malicious and Nuisance Telephone Calls

Councillors occasionally get the odd nuisance or abusive call. Although such calls are likely to be rare, you might become the target of a persistent, anonymous caller with a grudge against the Council. These calls need to be dealt with in accordance with Police advice:

- Keep the caller talking;
- Note any clues the caller may provide as to sex, age, accent, etc.;
- Listen for any clues as to the caller's motive and intention;
- Write down the details immediately to assist police at a later stage;
- Listen for background noise that may provide valuable information (e.g. railway sounds, industrial noises, machinery, music, animals);
- Inform the Police;
- Inform the Council.

Reporting Incidents

Any incidents of concern, even if fairly minor or 'near-misses', should be reported to the Police and Head of Democratic Services. This enables the authority to undertake proper monitoring and decide if any action is needed to prevent a recurrence. You may also consider it advisable to warn ward colleagues.

Emergency Contact Details

It is advisable to provide this information to the Head of Democratic Services should it be necessary to contact your family / next of kin in the event of an emergency.

Additional Useful Guidance

<https://www.wlga.wales/personal-safety-for-members> Welsh Local Government Association (WLGA) guidance Personal Safety for Members.

BRIDGEND COUNTY BOROUGH COUNCIL
REPORT TO THE DEMOCRATIC SERVICES COMMITTEE

12 MARCH 2020

REPORT OF THE HEAD OF DEMOCRATIC SERVICES

MEMBER REFERRALS

1. Purpose of Report

1.1 The purpose of this report is to update the Democratic Services Committee on the performance of Member Referrals.

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 A referral is a complaint / request / query which a Councillor has received from their constituent which the Democratic Services Team 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 1 March 2019 and 29 February 2020 per Directorate. The table also shows the totals and percentages of referrals completed within 10 and 20 days timescales.

Directorate	Total Referred	Total 10 Days	% In 10 Days	Total 20 Days	% In 20 Days	Total Completed	Total Percentage Completed
Chief Executive	545	316	57.98%	365	66.97%	164	30.09%
Communities	1869	792	42.38%	1009	53.99%	1613	86.30%
Education and Family Support	152	48	31.58%	79	51.97%	138	90.79%
Social Services and Wellbeing	83	27	32.53%	47	56.63%	71	85.54%
External	140	33	23.57%	39	27.86%	78	55.71%
Totals:	2789	1216	43.14%	1539	54.70%	2064	86.31%

4.1.3 The following table shows the number of referrals made per month between 1 March 2019 and 29 February 2020.

Month	Referred	Completed	Ongoing	Percentage
March	268	264	4	98.51
April	241	234	7	97.10
May	278	269	9	96.76
June	198	184	14	92.93
July	306	284	22	92.81
August	235	212	23	90.21
September	212	190	22	89.62
October	247	218	29	88.26
November	179	146	33	81.56
December	180	136	44	75.56
January	246	178	68	72.36
February	220	109	120	49.55
Totals:	2810	2424	395	

4.2 A Member Referrals Project Board has been established to consider whether the current system is fit for purpose and to explore any opportunities to improve the system. In pursuance of this, an online referral form is in the process of being developed by ICT and once ready will be trialled with the members of the Democratic Services Committee and the Project Board and

amongst the Democratic Services Team, prior to its implementation as a method of making referrals. A revised Member Referrals Protocol has been drafted and this will be sent to all Members. Additionally, in order to support Members in making referrals, training slides will be put together and made available electronically.

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 well-being goals identified in the Act were considered in the preparation of this report. It is considered that there is no significant or unacceptable impact upon the achievement of well-being goals/objectives as a result of this report.

8. Financial Implications

8.1 There are no financial implications in respect of this report.

9. Recommendations

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

Head of Democratic Services

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28 February 2020

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Background documents: None

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BRIDGEND COUNTY BOROUGH COUNCIL
REPORT TO THE DEMOCRATIC SERVICES COMMITTEE

12 MARCH 2020

REPORT OF THE HEAD OF DEMOCRATIC SERVICES

MEMBER DEVELOPMENT PROGRAMME

1. Purpose of Report

- 1.1 The purpose of this report is to provide Democratic Services Committee with an update on the delivery of the Council's Member Training and Development Programme and related activities. The Committee is requested to identify topics for inclusion on the Member Development Programme and Pre-Council Briefings.

2. Connection to Corporate Improvement Objectives / Other Corporate Priorities

- 2.1 The support provided to Councillors via the Council's Member Training and Development Programme assists in the achievement of the following corporate priorities:

- **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 the people in the county.
- **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.
- **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:
- i. Review the adequacy of provision by the Authority of staff, accommodation and other resources to discharge Democratic Services functions, and
 - ii. Make reports and recommendations to the authority in relation to such provision.

4. Current situation / proposal

4.1 **Member Training and Development Sessions**

4.1.1 The following Member Training and Development Sessions have been provided since the meeting of the Democratic Services Committee held on 17 October 2019.

Date	Subject	Facilitator
31 October 2019	Managing Abusive & Aggressive Phone Calls, Conflict Management & Personal Safety Awareness	Safety Solutions Training Limited
28 November 2019	Scrutiny Questioning Skills	Welsh Local Government Association
8 & 13 January 2020	Elected Member Referral & GDPR Training	Group Manager Legal & Democratic Services
15 January 2020	EU Settlement Scheme	Community Cohesion Officer & Regional Community Cohesion Coordinator

4.2 **Pre-Council Briefing Sessions**

4.2.1 The following Pre-Council Briefing Sessions have been provided since the meeting of the Democratic Services Committee held on 17 October 2019.

Date	Subject	Facilitator
24 October 2019	Strategic Development Plan	Group Manager Development & Development Planning Manager
20 November 2019	Local Area Energy Strategy and Smart Energy Plan Budget Consultation	Team Leader Sustainable Development & Energy Systems Catapult
18 December 2019	Medium Term Financial Strategy	Interim Section 151 Officer
26 February 2020	Medium Term Financial Strategy	Interim Section 151 Officer

4.3 **Development Control Committee Training Sessions**

4.3.1 The following Development Control Committee Training Sessions have been provided since the meeting of the Democratic Services Committee held on 17 October 2019.

Date	Subject	Facilitator
24 October 2019	Education Contributions – New Draft Supplementary Planning Guidance	School Programme Manager
16 January 2020	Development Control	Group

	Committee Protocol review and Year End Statistics	Manager Planning & Development and Development & Building Control Manager
27 February 2020	Main Findings from the Law Commission’s Review of Planning Legislation in Wales and Next Steps	Development & Building Control Manager

4.4 **Future scheduled Pre-Council Briefings**

4.4.1 The following Pre-Council Briefings have been scheduled:

- 9 March 2020: Universal Credit
- 11 March 2020: Community Asset Transfer
- 8 April 2020: Changes to New Curriculum
- 17 June 2020: Bridgend Association of Voluntary Organisations
- 16 September 2020: Post 16 and Learner Travel

4.5. **Future Scheduled Development Control Committee Training Sessions**

4.5.1 The following Development Control Committee Training Session has been scheduled:

- 9 April 2020: Wellbeing & Future Generations Act 2016 and Planning Policy Wales 10 – A Direction of Travel

4.6 **Future Proposed Member Training and Development Sessions**

4.6.1 The following Member Training and Development Sessions and Pre Council Briefings are proposed to be scheduled:

- 22 April 2020: Scrutiny Questioning Skills
- 22 April 2020: Scrutiny Charing Skills
- Using Bridgemaps - TBC

4.6.2 The Committee is requested to identify topics for inclusion on the Member Development Programme and Pre-Council Briefings.

4.7 **E-Learning**

4.7.1 The Committee was advised at its previous meeting of the development of national E-learning modules, whereby this Council will be delivering modules on Planning for Planning Committee Members and Planning for all Members. Work is continuing with the Development and Building Control Manager and Learning and Organisational Development Manager to develop the training modules. The timescale for delivery of the modules is September 2020.

4.7.2 The Council has devised a range of e-learning courses for Members to support their learning and development needs. The provision of e-learning courses gives

Members the opportunity to undertake their learning and development remotely at a convenient time at their own pace.

4.7.3 Since the start of the current term the following courses below been provided, the number of Members that have completed each course is shown in brackets:

- Corporate Induction (11 Members)
- General Data Protection Regulations (4)
- Display Screen Equipment (3)
- Fire Safety Awareness (4)
- ICT Code of Conduct (9)
- Safeguarding Children and Adults (14)
- Violence Against Women, Domestic Abuse and Sexual Violence (3)

4.7.4 In total 20 Members have accessed e-learning courses since the start of the current term.

4.7.5 In order to encourage Members to make greater use of the available e-learning facilities, two drop in sessions have been arranged to be facilitated by the Learning and Development Team to support Members. The drop in sessions will take place on 17 March and 1 April 2020 to be held at the IT Suite, Raven's Court. Members will be able to drop in between the hours of 9.30am – 3.00pm.

5. Effect upon Policy Framework and Procedure Rules

5.1 The report does not have any impacts on Policy Framework and Procedure Rules.

6. Equality Impact Assessment

6.1 There are no equality implications arising from this report.

7. Wellbeing of Future Generations (Wales) Act 2015 Implications

7.1 The well-being goals identified in the Act were considered in the preparation of this report. It is considered that there is no significant or unacceptable impact upon the achievement of well-being goals/objectives as a result of this report.

8. Financial Implications

8.1 Elected Member learning and development is resourced from the allocated Member Development budget (£13,650 for 2019-20). Reasonable allocation will be made as part of the annual budget round and applied with regard to the corporate needs of the Authority. The Democratic Services Committee will monitor appropriate spend on the budget. In house training will be provided by Directorates if the topic relates to their service areas. The costs for this type of event will be met from within Directorate budgets and not from the Member Development budget.

9. Recommendation

9.1 The 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.

Head of Democratic Services

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26 February 2020

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BRIDGEND COUNTY BOROUGH COUNCIL
REPORT TO THE DEMOCRATIC SERVICES COMMITTEE

12 MARCH 2020

REPORT OF THE HEAD OF DEMOCRATIC SERVICES

WEBCASTING OF COUNCIL, CABINET AND COMMITTEE MEETINGS

1. Purpose of Report

1.1 The purpose of this report is to provide the Democratic Services Committee with an update on arrangements for the webcasting of Council, Cabinet and Committee meetings and provide views on which meetings should be webcast.

2. Connection to Corporate Improvement Objectives /Other Corporate Priorities

2.1 This report assists in the achievement of the following corporate objectives / corporate priority/priorities:-

- **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 the people in the county.
- **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:

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

4. Current situation / proposal

4.1 Benefits of Webcasting Council, Cabinet and Committee Meetings

4.1.1 A webcast is a transmission of audio and video over the Internet. This enables the public to view meetings from any location with internet access. It has been recognised that the following benefits can be achieved from the webcasting of public Council, Cabinet and Committee meetings:

- Transparent governance and accountability.
- Citizen engagement and understanding of the democratic process, for example understanding of planning decisions.
- Enablement of the Local Government (Wales) Measure 2011 requirement for engaging members of the public in Scrutiny.
- Incentive for high standards of member attendance, engagement and conduct at meetings.
- Effective means of communicating information and decisions to officers and other members. Archived meetings can 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.

4.2 **Current Webcasting Arrangements**

4.2.1 The Council procured and introduced an innovative webcasting service for 2017/18 that combined the existing electronic facilities within the Council Chamber and available broadband technology to webcast Council, Cabinet and Committee meetings. The service arrangements included live streaming, recording and publication of webcast meetings with links to the Bridgend County Borough Council (BCBC) internet website.

4.2.2 With the previous contract expiring on 30 September 2019, the service required re-procuring and quotations were invited for the provision of webcasting services during 2019/20. Quotations were invited from 3 suppliers for webcasting services for 30 hours per annum to commence on 1 October 2019 until 30 September 2020, with the option to extend the contract for a further 12 months duration. Following the closure of the mini competition, 2 bids were received from suppliers, which were then evaluated, based on 40% Quality and 60% Commercial. On conclusion of the evaluation of the quotations, an award was made to the existing supplier.

4.2.3 The Local Government and Elections (Wales) Bill, which is the subject of a report on this agenda, includes a provision for the webcasting of all public meetings. In the event of that provision becoming law, officers will look during the next contract period at the feasibility of exploring alternative solutions for webcasting, namely through Skype and YouTube. It is anticipated that, subject to successful passage through the Assembly, the Bill would receive Royal Assent by the end of the Summer of 2020, with some provisions being commenced immediately and others being introduced for the start of the 2022 municipal term.

4.3 **Webcasting of meetings 2018/19**

4.3.1 The following webcast statistics are shown covering the 2018/19 year:

	Date	Meeting Name	Live Views	On Demand Views	Total Views
1	30-Aug-18	Development Control Committee	38	51	89
2	17-Sep-18	Subject Overview & Scrutiny Committee 3	11	131	142
3	16-Oct-18	Subject Overview & Scrutiny Committee 1	0	42	42
4	18-Oct-18	Subject Overview & Scrutiny Committee 2	22	47	69
5	18-Dec-18	Cabinet	27	31	58
6	03-Jan-19	Development Control Committee	10	28	38
7	14-Feb-19	Development Control Committee	70	72	142
8	25-Feb-19	Subject Overview & Scrutiny Committee 3	6	10	16
9	18-Mar-19	Subject Overview & Scrutiny Committee 3	10	32	42
10	19-Mar-19	Development Control Committee	55	120	175
Average Views			25	56	81
Total Views			249	564	813

4.4 Webcasting of meetings 2019/20

4.4.1 The following meetings have been webcast in 2019/20 to date and webcast statistics are shown:

	Date	Meeting Name	Live Views	On Demand Views	Total Views
1	29-Apr-19	Subject Overview & Scrutiny Committee 1	3	49	52
2	09-May-19	Development Control Committee	6	29	35
3	04-Jun-19	Subject Overview & Scrutiny Committee 1	42	64	106
4	03-Jul-19	Subject Overview & Scrutiny Committee 2	4	31	35
5	05-Sep-19	Subject Overview & Scrutiny Committee 3	15	52	67
6	13-Nov-19	Special Cabinet	133	360	493
7	05-Dec-19	Development Control Committee	3	18	21
8	16-Jan-20	Development Control Committee	17	23	40
9	27-Feb-20	Development Control Committee	9	8	17
Average Views			26	70	96
Total Views			232	634	866

4.4.2 Democratic Services continue to work with the Communications Department to ensure that Council, Cabinet and Committee meetings that are to be webcast are promoted by the Council via its Social Media platforms to encourage citizens to view the webcasts. A link to webcasts is available on the home page of My Council on the Council's website.

4.4.3 Democratic Services are also working with the Council's webcasting services provider and Modern.gov to provide links on the Council website:

- On the 'Browse meetings' web page
- On the specific agenda page for the meeting to be webcast

4.4.4 Various forward work plans and committee work programmes have been reviewed with a view to establishing what meetings are proposed to be webcast over the next three months. In developing proposals consideration has been given to items that are considered of significant interest to the public. The following meetings are proposed for webcasting until the Annual Meeting of Council:

- Combined Meeting of Subject Overview and Scrutiny Committee 1 and 2 – 19 March 2020 (Learner Travel and Post 16 Education)
- Subject Overview and Scrutiny Committee 3 – 23 March 2020 (Working Towards Plastic Free Bridgend)
- Development Control Committee – 9 April 2020
- Subject Overview and Scrutiny Committee 3 – 27 April 2020 (Waste Management / Waste and Recycling Centres)

4.4.5 The schedule of meetings to be webcast after the Annual Meeting of Council will be reported to the next meeting of this Committee.

4.4.6 The Democratic Services Committee is requested to comment on the above list and provide its views on what future meetings should be webcast.

5. Effect upon Policy Framework and Procedure Rules

5.1 The report does not have any impacts on Policy Framework and Procedure Rules.

6. Equality Impact Assessment

6.1 There are no equality implications arising from this report.

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

7.1 The well-being goals identified in the Act were considered in the preparation of this report. It is considered that there is no significant or unacceptable impact upon the achievement of well-being goals/objectives as a result of this report.

8. Financial Implications

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

9. Recommendation

9.1 That Democratic Services Committee:

- i. Note the update on arrangements for the webcasting of Council, Cabinet and Committee meetings as detailed in section 4 of the report.
- ii. Comment on the list of meetings that are proposed to be webcast as detailed in section 4.4.4 of the report and provide its views on what future meetings should be webcast.

Head of Democratic Services

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Background documents: None

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