

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



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

Legal and Regulatory Services /
Gwasanaethau Cyfreithiol a Rheoleiddiol
Direct line / Deialu uniongyrchol: 01656 643148
Ask for / Gofynnwch am: M A Galvin

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

Date / Dyddiad: 12 Mai 2014

Dear Councillor,

DEMOCRATIC SERVICES COMMITTEE

A meeting of the Democratic Services Committee will be held in Council Chamber, Civic Offices, Angel Street, Bridgend on **Dydd Iau, 15 Mai 2014 at 2.00 pm.**

AGENDA

1. Ymddiheuriadau am absenoldeb
To receive apologies for absence (to include reasons, where appropriate) from Members/Officers.
2. Cymeradwyaeth Cofnodion 3 - 8
To receive for approval, the minutes of the meeting of the Democratic Services Committee held on 13 March 2014.
3. Datganiadau o fuddiant
To receive declarations of personal and prejudicial interest (if any) from Members/Officers in accordance with the provisions of the Members' Code of Conduct adopted by Council from 1 September 2008.
4. Service and Performance Updates 9 - 16
5. Modern.Gov Update 17 - 20
6. Work Programme 21 - 24

Yours faithfully
P A Jolley
Assistant Chief Executive Legal and Regulatory Services

Distribution:

Tel/Ffôn: 01656 643643

SMS Messaging/Negeseuon SMS: 07581 157014

Fax/Facs: 01656 668126

Twitter@bridgendCBC

Email/Ebost: talktous@bridgend.gov.uk

Website/Gwefan: www.bridgend.gov.uk

Text relay: Put 18001 before any of our phone numbers for the text relay service

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

Councillors:
DK Edwards
CA Green
P James
RC Jones

Councillors
JR McCarthy
M Reeves
CE Smith
RL Thomas

Councillors
JH Tildesley MBE
DBF White
RE Young

1.

MINUTES OF A MEETING OF THE DEMOCRATIC SERVICES COMMITTEE HELD IN COMMITTEE ROOM 2/3, CIVIC OFFICES, ANGEL STREET, BRIDGEND ON THURSDAY, 13 MARCH 2014 AT 2.00PM

Present:

Councillor J H Tildesley MBE - Chairperson

<u>Councillors</u>	<u>Councillors</u>	<u>Councillors</u>
D K Edwards	J R McCarthy	R Thomas
C A Green	M Reeves	R E Young
R C Jones	C E Smith	

Officers:

G P Jones - Head of Democratic Services
J Monks - Democratic Services Officer - Committees

56 APOLOGIES FOR ABSENCE

Apologies were received from the following Members and Officers due to work commitments:

Councillor J C Spanswick
Councillor D B F White
Senior Democratic Services Officer - Scrutiny
ICT Support Manager

57 MINUTES OF THE PREVIOUS MEETING

RESOLVED: That the minutes of the Democratic Services Committee meeting held on the 23rd January 2014 were approved as a true and accurate record.

58 DECLARATIONS OF INTEREST

None.

59 SERVICE AND PERFORMANCE UPDATES

The Head of Democratic Services presented a report to inform the Committee of the performance and updates in relation to services provided to Elected Members. At the previous meeting of the Committee, Members raised a number of queries on the provision of support to elected Members, which were then passed to the relevant departments and organisations for clarification and to provide further information.

Member Referrals

The Head of Democratic Services referred Members to paragraph 4 and reported that 70% of all referrals related to the Communities Directorate. The total number of completed referrals during the period 1st January to 28th February 2014 amounted to 396. At the time the report was published, the February reporting period for referrals had not completed the 10 day cycle; therefore the percentage of completed referrals

was not as high as usual. The percentage of completed referrals for the municipal year to date was 93.76%.

He reported that it was his intention to present proposals for changes to the referrals system. However, the proposals from the Communities Directorate had significant implications for performance monitoring and the way they were reported. He informed the meeting that until a suitable solution could be found the proposals would be not be presented to the Committee.

Members considered the current system to be satisfactory and expressed their concerns at any possible changes. One Member advised that colleagues in some other local authorities had commented that this Authority had the preferred system.

Member Development

The Head of Democratic Services reported on the forthcoming pre-Council Briefings:

2nd April 2014 - Mental Health Update

30th April 2014 - Development of Social Enterprises in Bridgend and the changes to funding - to be presented by the Head of Regeneration and Development

28th May 2014 - Community Transport - to be presented by the Transportation Policy and Strategy Officer, together with a representative from the OTED Community Transport Scheme

The presentations due to take place on the 25th June and 23rd July 2014 were not yet confirmed and the update on the Convergence Project was still provisional.

The two topics shown under paragraph 4.2.4 of the report had been requested, together with the following additional topics:

- An update on potholes (requested by the Cabinet Member – Communities);
- Young Carers in the Borough;
- Medium Term Financial Strategy (MTFS) Update
- Transgender residents of Bridgend.

Members requested a pre-Council Briefing from “Wood B” a work related wood machining project set up in Tondu Enterprise Centre, where COASTAL participants develop wood machining skills. Members further requested that the Committee be kept informed regarding the current refurbishment work in Civic Offices.

The Head of Democratic Services informed Members of the schedule of Member Development Activities for March and April 2014. He advised that Understanding School Performance training had been planned in response to a recommendation from the latest Estyn report. This session would provide Members with a good understanding of school performance issues including the outcomes and impacts identified by the data. He reported that 30% of Members had attended the second session, and only 22% had attended both sessions. He advised that Performance and Management Officers were present at those sessions, and all individual feedback forms had been returned to the Central South Consortium.

Members had mixed views on the training that had been provided by the Consortium. One Member recommended the session on interpreting data, which she had found to be informative. Another Member commented that a Member could not be appointed

as a school governor until they had attended school performance data training. One Member commented that the content of the sessions would need to be looked at, as it had proved laborious in the way some had been presented. Another Member commented that the training seemed to deal with issues of a dubious nature, where schools had no solution to the problems being raised. The Head of Democratic Services advised that this was the first time the Consortium had delivered training to Members and the format and content would be discussed and reviewed to make the topic more accessible for Members.

He reported that the training on risk management would need to be rescheduled due to the Corporate Improvement Manager being unavailable for some time due to an accident. He then referred to the round-robin event scheduled to take place on the 8th May and advised that the events covered three topics: Ward profiles, PACT and SARA problem solving, and Data Protection. These subjects did not warrant a full Member Development Session and suggested that this session could be extended to four topics if Risk Management was included. He explained that each of the topics would commence at the same time in different committee rooms. An Officer from the Local Service Board (LSB) team would be available to advise Members on Ward profiles and the Community Safety Team, together with a Police Officer would be available to discuss developments in PACT.

One Member asked that as the South Wales Police were considering the viability of PACT meetings and whether they should continue if Members would be canvassed to establish whether it was worthwhile continuing with those meetings. The Head of Democratic Services informed the Committee that he would make enquiries and report back.

He informed the Committee that to date no Members had signed up for the Data Protection e-learning model, which they had been asked to complete by May 2014, prior to renewing their data registration. He advised that a Legal Officer would be available to answer any questions Members may have, and the programme would take approximately 30 minutes to complete on laptops which will be set up for Members' use.

The Head of Democratic Services informed Members that the Central South Consortium had requested a return visit in June 2014 to deliver a development session on the outcomes for learners. He then referred to paragraph 4.2.8 of the report and advised that he had been in touch with several of organisations regarding training for Members in respect of Social Media. He reported that one provider was a former Councillor in Birmingham Council, who now worked for the WLGA as a training provider. The cost for these externally provided sessions would be between £800 and £1,200 per session.

In response to a question from a Member, the Head of Democratic Services informed the Committee that Member Development had a budget of £15,000 which was underspent this year. It was hoped to develop more regional training for Members and therefore the level of funding for Member Development was planned to be retained.

The Head of Democratic Services informed Members that the Democratic Services Officer - Members had been tasked to draft the basic data for Members' Annual Reports and to discuss the content with each member individually. He advised that this was intended to speed up the completion time for Annual Reports.

He reminded Members that a report on webcasting and remote attendance was presented to Council in October 2013 and if implemented, Members would need some training with regard to being viewed on camera. He informed the Committee that the Annual Meeting of Council was intended be recorded on DVD as a pilot for webcasting, and a report would be submitted to Council in April as to how this would be progressed. He advised that recording the Holocaust event earlier in the year had proved to be a valuable learning experience.

ICT Update

The Head of Democratic Services reported that the Modern.Gov Committee administration system had been installed and initial training had been carried out with the Democratic Services Team. He commented that the system appeared to be user friendly, with a huge capacity to undertake a number of different tasks. He believed that the outcome would be positive not only for Members but also for the public. It was intended that the Committee would be provided with a Modern.Gov update in due course.

RESOLVED: That the Committee:

1. Noted the report.
2. Identified priority topics to be scheduled for pre-Council Briefings.
3. Determined the priority for Member Development events, as listed under paragraph 4.2.9 of the report, in order for them to be scheduled between May and September 2014.

60 DEMOCRATIC SERVICES COMMITTEE - TERMS OF REFERENCE

The Head of Democratic Services presented a report to clarify the Terms of Reference of the Democratic Services Committee and also its Sub-Committee. The Committee was appointed by Council in May 2012 and its first meeting took place in October 2012, to date the Committee had met on eight separate occasions.

Under the Local Government (Wales) Measure 2011, the Committee is permitted to establish Sub-Committees which may discharge its functions, with the Chairperson of those Sub-Committees being appointed by the Democratic Services Committee. Council approved the establishment of a Sub-Committee to consider family absence entitlement for elected Members, at its meeting in December 2013.

Members were asked to consider the number of meetings they wished to hold in a calendar year. Following some discussions it was agreed to reduce the number of meetings to three in each year.

RESOLVED: That the Committee noted the terms of reference of the Democratic Services Committee and its Sub-Committee.

61 WORK PROGRAMME

The Head of Democratic Services presented a report to inform the Committee of the proposed items to be considered at its subsequent meeting detailed at Appendix 1 of the report. It was anticipated that the Committee would be presented with a report on the Social Media Protocol at its next meeting; however the policy was currently

unavailable as it was being revised. He reported that the Information Governance Group was due to meet at the end of March to decide whether or not to allow Members to use messaging when using Social Networking through their Bridgend County Borough Council accounts. If the decision was not to allow this, it would mean a separate server at an additional cost to the Authority. One Member commented that other local authorities permitted access to social media to both staff and elected Members and had not experienced any problems.

RESOLVED: That the Committee considered the Work Programme appended to the report.

The meeting closed at 3.30pm

This page is intentionally left blank

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO THE DEMOCRATIC SERVICES COMMITTEE

15 MAY 2014

REPORT OF THE ASSISTANT CHIEF EXECUTIVE – LEGAL & REGULATORY SERVICES

SERVICE AND PERFORMANCE UPDATES

1. Purpose of Report

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

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

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

3. Background

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

4. Current situation / proposal

4.1 Member Referrals

4.1.1 Service Performance – Member Referrals

4.1.2 The following table details the number of Member Referrals made to Directorates/Departments between 01 May 2013 and 30 April 2014. It shows the:

- number of referrals that were received,
- the percentage of referrals that each Directorate or Department received,
- The number and percentage of referrals that were completed, and
- the current overall completion levels for each directorate for the referrals raised during the period.

Name	Referred	%	Completed	Ongoing	
Chief Executive	8	0.28	8	0	100
LARS	5	5.68	5	0	93.94
LARS::Legal	18		17	1	
LARS::Public Protection	142		133	9	
Children's	179	6.16	175	4	97.77
Communities	105	68.87	104	1	96.55
Communities::Regeneration & Development	207		194	13	
Communities::Street scene	1688		1633	55	

Name	Referred	%	Completed	Ongoing	
Resources	14	5.17	13	1	86.67
Resources::ICT & Property	70		65	5	
Resources::Customer Services	12		12	0	
Resources::HR & OD	14		13	1	
Resources::Electoral Services	2		2	0	
Resources::Finance & Performance	38		38	0	
Wellbeing	111	3.82	109	2	98.20
External	25	10.02	25	0	93.45
External::Care & Repair	1		1	0	
External::Environment Agency	5		5	0	
External::Groundwork	1		1	0	
External::Network Rail	2		2	0	
External::Others	37		33	4	
External::SW Police	24		22	2	
External::V2C Maintenance	127		121	6	
External::V2C Management	56		52	4	
External::Wales & West Housing	4		4	0	
External::Western Power	1		1	0	
Huw Irranca-Davies MP	3		2	1	
Madeleine Moon MP	2		1	1	
Janice Gregory AM	2		1	1	
Carwyn Jones AM	1	0	1		
Totals:	2904	100.00	2792	112	

4.1.3 The following table shows the overall completion statistics for referrals between 01 May 2013 to 30 April 2014.

Month	Referred	Completed	Ongoing	Percentage
May	262	261	1	99.62
June	300	294	6	98.00
July	310	307	3	99.03
August	246	245	1	99.59
September	273	267	6	97.80
October	202	201	1	99.50
November	224	223	1	99.55
December	173	171	2	98.84
January	271	265	6	97.79
February	245	231	14	94.29
March	218	198	20	90.83
April*	180	129	51	71.67
Totals:	2904	2792	112	96.14

* Denotes that the figures relate to referrals completed before 7 May 2014 and not to a full 10 day period following 30 April 14.

4.1.4 The following table shows the completion times of Member Referrals raised between 01 May 2013 and 30 April 2014.

Directorate	Total 10 Days	% In 10 Days	Total 20 Days	% In 20 Days	Total Completed	Total Referred	Total Percentage Completed
Chief Executive	7	87.50%	7	87.50%	8	8	100.00%
LARS	5	100.00%	5	100.00%	5	5	100.00%
LARS::Legal	12	70.59%	16	94.12%	17	18	94.44%
LARS::Public Protection	64	48.12%	94	70.68%	133	142	93.66%
Children's	88	50.29%	128	73.14%	175	179	97.77%
Communities	55	52.88%	71	68.27%	104	105	99.05%
Communities::Regeneration & Development	95	48.97%	140	72.16%	194	207	93.72%
Communities::Street scene	565	34.60%	1194	73.12%	1633	1688	96.74%
Resources	10	76.92%	13	100.00%	13	14	92.86%
Resources::ICT & Property	28	43.08%	45	69.23%	65	70	92.86%
Resources::Customer Services	9	75.00%	10	83.33%	12	12	100.00%
Resources::HR & OD	9	69.23%	11	84.62%	13	14	92.86%
Resources::Electoral Services	2	100.00%	2	100.00%	2	2	100.00%
Resources::Finance & Performance	31	81.58%	34	89.47%	38	38	100.00%
Wellbeing	48	44.04%	86	78.90%	109	111	98.20%
External	17	68.00%	19	76.00%	25	25	100.00%
External::Care & Repair	1	100.00%	1	100.00%	1	1	100.00%
External::Environment Agency	1	20.00%	3	60.00%	5	5	100.00%
External::Groundwork	0	0.00%	0	0.00%	1	1	100.00%
External::Network Rail	0	0.00%	0	0.00%	2	2	100.00%
External::Others	13	39.39%	20	60.61%	33	37	89.19%
External::SW Police	7	31.82%	16	72.73%	22	24	91.67%
External::V2C Maintenance	50	41.32%	81	66.94%	121	127	95.28%
External::V2C Management	26	50.00%	37	71.15%	52	56	92.86%
External::Wales & West Housing	1	25.00%	1	25.00%	4	4	100.00%
External::Western Power	0	0.00%	1	100.00%	1	1	100.00%
Huw Irranca-Davies MP	0	0.00%	1	50.00%	2	3	66.67%
Janice Gregory AM	0	0.00%	0	0.00%	1	2	50.00%
Madeleine Moon MP	1	100.00%	1	100.00%	1	2	50.00%
Carwyn Jones AM	0	0.00%	0	0.00%	0	1	0.00%
Totals:	1145	41.01%	2037	72.96%	2792	2904	

4.2 **Member Development Programme**

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

4.2.2 **Pre council Briefings**

4.2.3 The following Pre Council briefings have been arranged:

- 11 Jun 14 Community Transport
- 16 Jul 14 Support for Transgender People in Bridgend
- 17 Sep 14 Convergence Project Update

4.2.4 The following topics have been proposed as Pre-Council briefings:

- Individual Electoral Registration (IER)
- Out of Hours Call outs and Emergency Planning
- Dementia
- Public Protection and the Food Hygiene Rating Scheme
- Wood B

4.2.5 The following topics have been requested to be provided as Pre-Council Briefings:

- Superfast Cymru
- B-Leaf
- Highways Issues including potholes;
- Young Carers in the Borough;

4.2.6 The Committee is requested to prioritise the topics shown in Paragraphs 4.2.4 and 4.2.5 to be provisionally scheduled for the following Council meetings:

	Council Date	Topic
1	15-Oct-14	Medium Term Financial Strategy (MTFS) update
2	12-Nov-14	
3	10-Dec-14	
4	21-Jan-15	
5	18-Mar-15	
6	08-Apr-15	

4.2.7 With the reduction in the number of Council meetings in the forthcoming year, it is considered appropriate for “round-robin” events as held on 8th May 2014 to be an alternative option to ensuring Elected Members are provided with appropriate information.

4.2.8 **Member Development Activities**

4.2.9 The following Member Development events have been scheduled:

- School Performance - Outcomes for Learners in Bridgend Schools

Wed 4 th June	15.00 – 17.00	Chamber
Mon 23 rd June	14.00 – 16.00	Chamber

- Social Media Training (One Off event)

Mon 7 th July	14:00 – 17:00	Chamber
--------------------------	---------------	---------

- Webcasting Training

Wed 2 nd July	10:00 – 12:30	Chamber	“Backbenchers”
	14:00 – 17:00	Chamber	Chairs/Cabinet/Lead Officers

Wed 9 th July	10:00 – 12:30	Chamber	Chairs/Cabinet/Lead Officers
	14:00 – 17:00	Chamber	“Backbenchers”

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

- June/July - Completion of School Performance Data Sessions
- September - Community engagement, advocacy and leadership for the Elected Members
- October - Public Engagement
- November - Budget Workshop (TBC)

4.2.11 The Committee is requested to identify additional topics for possible inclusion in the member development programme.

4.3 Other Member Development activities

4.3.1 As part of Academi Wales, the Welsh Government and Welsh Local Government Association (WLGA) are working in partnership to deliver a revised and updated Leadership Programme for Elected Members. The programme is recognised by the ILM (Institute of Leadership & Management), the UK’s leading awarding body for leadership and management. Leadership Programme graduates will receive an accredited certificate.

4.3.2 An opportunity has arisen for Elected Members from Bridgend to undertake this Leadership Programme in Bridgend. Group Leaders have identified 18 members who are interested in participating in this series of modules.

4.3.3 The programme comprises the following three modules

- **Module one:** Focuses on personal leadership, political relationships and managing change. The aim of this module is to encourage councillors to look at what kind of leader they are, and how this affects the way they work with others, make decisions, delegate responsibility and empower their colleagues.

- **Module two:** Looks at leading innovation and change, exploring the consequences of the financial challenges and the options available to political leaders in an era of austerity.
- **Module three:** Focuses on leading communities, providing members with a greater ability to communicate with and provide leadership to their communities and within partnerships.

4.3.4 The three modules are planned to be held between September and November 2014. Dates are being sought and a briefing is being planned for possible delegates in June.

4.3.5 The Democratic Services Committee will be provided with an update in due course.

4.4 Annual Reports and Personal Development Reviews (PDRs)

4.4.1 Following the Annual Meeting of Council it is planned that the Democratic Services Team will support the completion of Elected Members Annual Reports for the period covering May 2013 – May 2014.

4.4.2 The Team will compile the relevant information in the appropriate formats and provide them to Elected Members. The Team will assist individual Members to complete their Annual Reports in a timely manner.

4.4.3 Members will also be circulated the templates for the PDRs which it is hoped will be completed as part of a peer review process.

4.4.4 It is hoped that all PDRs and Annual Reports will be completed by 30 September 2014.

4.5 TCC Website Grants

4.5.1 Democratic Services is currently facilitating the administration of a Welsh Government Grant of £500 to each Town and Community Council (TCC) within the County Borough to develop their web presence.

4.5.2 Each TCC has been provided with a grant agreement drafted by Legal Services for completion. Once signed and returned the funding can be claimed for expenditure incurred for the creation, development and operation of their website.

4.5.3 To date three TCC have completed the grant agreement and 2 have submitted claims which are in the process of being paid.

4.5.4 All TCCs will be encouraged to make appropriate claims for the available funding before the deadline of 31 March 2015.

4.6 Armed Forces Day (AFD)/Armed Forces Community Covenant (AFCC) Event – 28 June 2014

4.6.1 On 27 November 2013 the Democratic Services Team co-ordinated the signing of the Bridgend County Borough Armed Forces Community Covenant by military personnel and representatives from a number of organisations including BCBC. The

Community Covenant provides a commitment that signatory organisations will work together at a local level to use their specialist knowledge, experience and expertise to provide members of the armed forces community with appropriate help, support and advice.

4.6.2 The Democratic Services Team have a key role in facilitating the development of the covenant which includes the co-ordination of a submission for grant funding from the AFCC grant scheme. It is hoped that the grant will assist to fund a public event to supplement the existing AFD event being held on 28 June 2014. The event intends to raise awareness of the covenant and the support that can be provided to the veterans and their families of the County Borough of Bridgend.

4.6.3 The event is being supported by BCBC, Bridgend Town Council and Bridgend Veterans Association and will involve:

- a public signing of the Covenant by the Mayors/Chairs of all 20 Town and Community Councils
- Military display stands and activities in the Town Centre
- Stalls for veteran support organisations to promote their services
- A Veterans parade and Ceremony
- A Veterans Concert in the Bowls Hall

4.6.4 Further details will be provided to Elected Members in due course.

5. Effect upon Policy Framework & Procedure Rules

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

6. Equality Impact Assessment

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

7. Financial Implications

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

8. Recommendations

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

- Prioritise the delivery of topics for pre-Council briefings;
- Identify any additional member development topics for inclusion in the Member Development programme
- approve the planned member development events shown in paragraphs 4.2.8 and 4.2.9.

P A Jolley
Assistant Chief Executive – Legal & Regulatory Services
07 May 2014

Contact Officer: Gary Jones
Telephone: (01656) 643385

E-mail: Gary.Jones@Bridgend.gov.uk

Postal Address Democratic Services,
Civic Offices
Angel Street
Bridgend.
CF31 4WB

Background documents – None

BRIDGEND COUNTY BOROUGH COUNCIL
REPORT TO THE DEMOCRATIC SERVICES COMMITTEE

15 MAY 2014

REPORT OF THE ASSISTANT CHIEF EXECUTIVE – LEGAL & REGULATORY SERVICES

MODERN.GOV UPDATE

1. Purpose of Report

- 1.1 The purpose of this report is to provide the Committee with an update on the progress made in respect of the Modern.gov committee administration system and to demonstrate some of the functionality of the system.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

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

3. Background

- 3.1 The Democratic Services Committee has been advised of the procurement and planned implementation of the Modern.gov committee administration system. Modern.gov provides a significant increase in the automation and functionality of the Democratic Services processes.

4. Current situation / proposal

- 4.1 The system was procured in March 2014 and the first training sessions have been undertaken with the Democratic Services team. Basic Elected Member and committee data has been added with the look and feel of the BCBC website incorporated.



- 4.2 The initial implementation dates have been revised due to the complexity of the process reviews that are needed to optimise the use of the system without adversely compromising the intentions of the current procedures. This has been

compounded by changes due to the development of the Digital Office. Examples of this include:

- Changes to document templates such as agendas to reflect the revision of corporate templates and printing protocols.
- The redesign of web pages to allow the inclusion of additional information that is available on the Modern.gov system
- Consideration of the publication of exempted information to the website and the use of an official login of authorised personnel to view the exempted information.

4.3 The training sessions have provided a greater understanding and knowledge of the System's capabilities. It is considered that for a successful implementation it is necessary to ensure that the processes and procedures that are being developed reflect the future intentions rather than an early implementation which will require subsequent changes. The following schedule is considered achievable and these will form the targets for the Democratic Services team to deliver:

		Completed by
Phase 1	Installation and initial setup	31 Mar 14
Phase 2	Committee functions and training	30 Jul 14
Phase 3	Report approval workflow	01 Dec 14
Phase 4	Extended functionality implementation	31 Mar 15

4.4 The Committee will be provided with a short demonstration of the Members, Committee and web page functionality of the system. The Committee is requested to provide their views on the content of the demonstration and to provide direction for the ongoing development of the Phase 2 stage of implementation.

5. Effect upon Policy Framework& Procedure Rules

5.1 There is no effect on the Policy Framework and Procedure Rules. However, with the ongoing development of the functionality of the system, amendments to the Procedure Rules may be required.

6. Equality Impact Assessment

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

7. Financial Implications

7.1 The procurement and annual service costs of the Modern.Gov system until March 2017 have been made from existing budgets.

8. Recommendation

8.1 It is recommended that the Democratic Services Committee:

- receives a short demonstration of the Members, Committee and web page functionality of the Modern.gov system.
- provide their views on the content of the demonstration
- provide direction for the ongoing development of the Phase 2 stage of implementation.

P A Jolley
Assistant Chief Executive – Legal & Regulatory Services
07 May 2014

Contact Officer: Gary Jones
Head of Democratic Services

Telephone: (01656) 643385

E-mail: Gary.Jones@bridgend.gov.uk

Postal Address Democratic Services,
Civic Offices
Angel Street
Bridgend.
CF31 4WB

Background documents – None

This page is intentionally left blank

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO THE DEMOCRATIC SERVICES COMMITTEE

15 MAY 2014

REPORT OF THE ASSISTANT CHIEF EXECUTIVE – LEGAL & REGULATORY SERVICES

WORK PROGRAMME

1. Purpose of Report

1.1 The purpose of this report is to inform the Democratic Services Committee of the proposed items that will be considered at its subsequent meetings.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

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

3. Background

3.1 In order for the Democratic Services Committee to prioritise the work carried out by the Democratic Services Team it is necessary to develop a work programme that meets with the requirements of the Local Government (Wales) Measure 2011, other legislation, the requirements of the Authority and the needs of the Elected Members.

4. Current situation / proposal

4.1 It was anticipated that the Democratic Services Committee would be presented with the following items for consideration at its meeting on 15 May 2014.

- Proposed Changes to the Member Referrals System
- Social Media Protocol

4.2 The Committee is advised that the Proposals to make Changes to the Member Referrals System have now been withdrawn as these cannot be implemented due to technical issues and the impact the proposed changes would have in other aspects of the system.

4.3 Consideration of the Social Media Protocol has been deferred due to issues regarding the availability of funding to make changes to the ICT infrastructure. These changes are required to facilitate effective messaging when using the social media sites. It is hoped that these issues will be addressed before the next meeting of the Committee when the updated Social Media Protocol will be presented.

4.4 The current protocol does provide the necessary information for Elected Members to access social media using their BCBC provided ICT equipment. It is hoped that with the training planned for 7 July 14 that more Elected Members can be provided

with access to social media and as a result identify other issues when using social media which can be addressed within the next version of the protocol.

4.5 The proposed items for inclusion at the subsequent meeting of the Democratic Services Committee are shown at Appendix 1.

4.6 With the extended period of time before the next meeting the Democratic Services Committee, Elected Members are requested to consider:

- If the content and type of reports that are currently presented need to be revised to ensure that the information required by the committee is appropriate at its subsequent meetings
- Consider the inclusion of any additional items not identified in Appendix 1.

4.7 The Committee is requested to consider their work programme and advise the Head of Democratic Services of any changes required to the programme. The Committee is also requested to advise of any invitees that they wish to attend its meetings to present items.

5. Effect upon Policy Framework & Procedure Rules

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

6. Equality Impact Assessment

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

7. Financial Implications

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

8. Recommendation

8.1 It is recommended that the Democratic Services Committee considers:

- the proposed Work Programme appended to this report;
- any additional items for inclusion on the Work programme;
- any changes required to the content and type of reports presented to the Committee..

P A Jolley
Assistant Chief Executive – Legal & Regulatory Services
07 May 2014

Contact Officer: Gary Jones
Head of Democratic Services

Telephone: (01656) 643385

E-mail: Gary.Jones@bridgend.gov.uk

Postal Address Democratic Services,
Civic Offices
Angel Street
Bridgend.
CF31 4WB

Background documents – None

PROPOSED WORK PROGRAMME

Meeting date	Item	Aim	Provided by	Additional Invitees
02-Oct-14	Service Performance and Updates	To receive a report on the performance of the services provided to elected members including: <ul style="list-style-type: none"> • ICT • Member Referrals • Member Development Programme • an update on the actions identified at the previous meeting 	<ul style="list-style-type: none"> • Head of Democratic Services • SDSO –Scrutiny • ICT Support Manager 	
02-Oct-14	Modern.Gov Update	To receive an update on the implementation of the modern.gov committee administration system	<ul style="list-style-type: none"> • Head of Democratic Services 	
02-Oct-14	Social Media Protocol - Update	To receive a report informing the Committee of the use of the social media protocol and options for its review	<ul style="list-style-type: none"> • Head of Democratic Services 	