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Cyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr

Bridgend County Borough Council



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

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

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



Annwyl Cyngorydd,

Gwasanaethau Gweithredol a Phartneriaethol / Operational and Partnership Services

Deialu uniongyrchol / Direct line /: 01656 643148 /
643147

Gofynnwch am / Ask for: Michael Pitman

Ein cyf / Our ref:

Eich cyf / Your ref:

Dyddiad/Date: Dydd Mercher, 14 Mawrth 2018

PWYLLGOR GWASANAETHAU DEMOCRATAIDD

Cynhelir Cyfarfod Pwyllgor Gwasanaethau Democrataidd yn Ystafelloedd Pwyllgor 2/3 -
Swyddfeydd Dinesig, Stryd yr Angel, Pen-y-bont ar Ogwr CF31 4WB ar **Dydd Mawrth, 20 Mawrth
2018 am 16:00.**

AGENDA

1. Ymddiheuriadau am absenoldeb
Derbyn ymddiheuriadau am absenoldeb gan Aelodau.
2. Datgan buddiannau
Derbyn datganiadau o ddiddordeb personol a rhagfarnol (os o gwbl) gan Aelodau /
Swyddogion yn unol â darpariaethau'r Cod Ymddygiad Aelodau a fabwysiadwyd gan y
Cyngor o 1 Medi 2008.
3. Cymeradwyaeth Cofnodion 3 - 8
I dderbyn am gymeradwyaeth y Cofnodion cyfarfod y 17/01/2018.
4. Diweddariadau gwasanaeth a pherfformiad 9 - 16
5. Adolygiad o Ymarferoldeb Modern.gov 17 - 20
6. Blaenraglen waith y pwyllgor gwasanaethau democrataidd 21 - 24
7. Materion Brys
To consider any item(s) of business in respect of which notice has been given in
accordance with Part 4 (paragraph 4) of the Council Procedure Rules and which the person
presiding at the meeting is of the opinion should by reason of special circumstances be
transacted at the meeting as a matter of urgency.

Yn ddiffuant

P A Jolley

Cyfarwyddwr Gwasanaethau Gweithredol a Phartneriaethol

Ffôn/Tel: 01656 643643

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Ebost/Email: talktous@bridgend.gov.uk

Negeseuon SMS/ SMS Messaging: 07581 157014

[Twitter@bridgendCBC](https://twitter.com/bridgendCBC)

Gwefan/Website: www.bridgend.gov.uk

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

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

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Dosbarthiad:

Cynghowrwyr

S Aspey
RM Granville
DG Howells
RM James

Cynghorwyr

B Sedgebeer
SG Smith
G Thomas
E Venables

Cynghorwyr

SR Vidal
KJ Watts
CA Webster

COFNODION CYFARFOD Y PWYLLGOR GWASANAETHAU DEMOCRATAIDD A GYNHALIWYD YN YSTAFELLOEDD PWYLLGOR 2/3 - SWYDDFEYDD DINESIG, STRYD YR ANGEL, PEN-Y-BONT AR OGWR CF31 4WB DYDD MERCHER, 17 IONAWR 2018, AM 16:00

Presennol

Y Cyngorydd RM James – Cadeirydd

S Aspey
G Thomas

DG Howells
SR Vidal

B Sedgebeer
KJ Watts

SG Smith
CA Webster

Ymddiheuriadau am Absenoldeb

E Venables

Swyddogion:

Mark Galvin
Gary Jones

Uwch Swyddog Gwasanaethau Democraidd - Pwyllgorau
Pennaeth Gwasanaethau Democraidd

123. YMDDIHEURIADAU AM ABSENOLDEB

Cafwyd ymddiheuriad gan y Cyngorydd E Venables.

124. DATGAN BUDDIANNAU

Dim

125. CYMERADWYO'R COFNODION

PENDERFYNWYD: Cymeradwyo cofnodion y cyfarfod a gynhaliwyd ar 2 Tachwedd 2017 fel cofnod cywir.

126. ADOLYGU'R BROSES O BARATOI ADRODDIADAU BLYNYDDOL AELODAU ETHOLEDIG.

Cyflwynodd Pennaeth Pwyllgor y Gwasanaethau Democraidd adroddiad yn gofyn i'r Pwyllgor:

- Ystyried cynigion i ddiweddarau'r broses o gynhyrchu Adroddiadau Blynyddol Aelodau Etholedig a'r broses adrodd gysylltiedig;
- Penderfynu cyflwyno'r broses y cytunir arni i'r Cyngor er mwyn ei chymeradwyo;
- Cymeradwyo dynodi hyfforddiant ar gyfer paratoi Adroddiadau Blynyddol fel hyfforddiant a gaiff 'ei argymhell i'r holl Aelodau'.

Eglurodd fod Mesur Llywodraeth Leol (Cymru) 2011 yn ei gwneud yn ofynnol i bob awdurdod lleol yng Nghymru drefnu i'w Haelodau Etholedig baratoi a chyhoeddi Adroddiad Blynyddol am eu gweithgareddau.

Aeth rhagddo i egluro mai Pen-y-bont ar Ogwr oedd yr awdurdod a oedd yn arwain y ffordd yng Nghymru o ran datblygu a chyflwyno Adroddiadau Blynyddol.

Yna, dywedodd Pennaeth y Gwasanaethau Democraidd fod y broses bresennol yng nghyswllt yr uchod wedi'i hadolygu i adlewyrchu'r newidiadau yn y wybodaeth sydd ar gael am Aelodau Etholedig ar wefan y Cyngor ac i gyd-fynd â Safonau'r Gymraeg.

Hefyd, meddai, dylid defnyddio cyn lleied o adnoddau â phosibl i greu, gweinyddu a chyhoeddi Adroddiadau Blynyddol Aelodau Etholedig yn ddwyieithog.

Aeth rhagddo i ddweud y byddai adran y Gwasanaethau Democrataidd yn rhoi templed ar ffurf dogfen Word (Atodiad 1 i'r adroddiad) i bob Aelod, bob mis Ebrill, i'w helpu i baratoi Adroddiad.

Cadarnhaodd ymhellach y gallai'r Aelodau Etholedig hynny a oedd yn dymuno paratoi Adroddiad Blynyddol gwblhau'r drafft cychwynnol yn ymwneud â'r cyfnod rhwng 1 Mai y flwyddyn flaenorol tan 30 Ebrill y flwyddyn gyfredol. Ychwanegodd y gallai Aelodau Etholedig ddefnyddio'r canllawiau diwygiedig (Atodiad 3) i gwblhau eu hadroddiadau. Byddai angen anfon yr adroddiadau drafft at y Gwasanaethau Democrataidd erbyn 31 Mai bob blwyddyn.

Byddai'r adroddiadau a gymeradwyir yn cael eu cyfieithu, a byddai dolenni at y fersiynau Cymraeg a Saesneg yn cael eu cynnwys ar dudalennau proffil yr Aelodau Etholedig ar wefan y Cyngor erbyn 1 Medi bob blwyddyn.

Tanlinellodd Pennaeth y Gwasanaethau Democrataidd fod yr Aelodau'n cael dewis cynhyrchu Adroddiad Blynyddol neu beidio - nid oedd yn orfodol. Ychwanegodd, fodd bynnag, y byddai Panel Taliadau Annibynnol Cymru yn cael gwybod faint o Aelodau Etholedig oedd yn gwneud hynny.

Daeth Pennaeth y Gwasanaethau Democrataidd â'i gyflwyniad i ben drwy amlinellu materion yn ymwneud â hyfforddiant ar gyfer cyflwyno Adroddiadau Blynyddol, a'r goblygiadau ariannol.

Gofynnodd un Aelod at ba ddiben y defnyddiwyd y wybodaeth a fyddai'n cael ei chynnwys mewn Adroddiad Blynyddol.

Dywedodd Pennaeth y Gwasanaethau Democrataidd mai diben paratoi Adroddiad Blynyddol oedd helpu'r cyhoedd i ddeall rôl Cyngorwyr yn well, a'r hyn a oedd ynghlwm wrth y gwaith. Byddai'r Adroddiadau hefyd yn hybu cais yr awdurdod am Freinlen Cynorthwyo a Datblygu Cyngorwyr CLILC.

Awgrymodd un Aelod y dylai'r Pwyllgor gael gwybod, erbyn mis Mai nesaf, faint o Aelodau oedd wedi cyflwyno Adroddiad Blynyddol, a chytunodd y Pwyllgor â'r awgrym hwn.

PENDERFYNWYD: Y byddai'r Cyngor yn:

- (1) Ystyried y newidiadau i'r broses o baratoi Adroddiadau Blynyddol a'r amserlen arfaethedig ar gyfer cyhoeddi Adroddiadau Blynyddol 2017/18.
- (2) Nodi y byddai'r broses o baratoi Adroddiadau Blynyddol yn cael ei chyflwyno i'r Cyngor ei chymeradwyo erbyn 28 Mawrth 2018.

127. **AILEDRYCH AR Y BROSES O ADOLYGU DATBLYGIAD PERSONOL (PDR)**

Cyflwynodd Pennaeth y Gwasanaethau Democrataidd adroddiad, gan gyflwyno'r cynigion a ganlyn:

- (1) Cyflwyno proses Adolygu Datblygiad Personol (PDR) a fydd ar gael i'r holl Aelodau Etholedig;
- (2) Argymhell bod y Cyngor yn cymeradwyo'r broses Adolygu Datblygiad Personol yn ei gyfarfod ar 28 Mawrth 2018.

Roedd angen i'r Aelodau gofio, meddai, am y rolau a'r cyfrifoldebau amrywiol roedd disgwyl iddynt ymgymryd â nhw, gan ychwanegu y byddai'r broses PDR yn helpu'r Aelodau Etholedig i nodi pa gymorth allai eu cynorthwyo i gyflawni'u rôl yn effeithiol. Drwy sicrhau'r lefel briodol o wybodaeth, sgiliau a phrofiad a nodir fel rhan o'r broses Adolygu Datblygiad Personol, byddent hefyd yn gallu hybu pob un o Flaenoriaethau Corfforaethol y Cyngor, fel y nodir ym mharagraff 2 o'r adroddiad.

Yna, cafwyd rhywfaint o wybodaeth gefndir, yn cadarnhau bod y Cyngor, yn ei gyfarfod ar 6 Medi, wedi cytuno i wneud cais i'r CLILC am y Freinlen Cynorthwyo a Datblygu Cynghorwyr. Nododd yr adroddiad hwn mai un o'r meini prawf roedd angen eu bodloni oedd yr angen i fabwysiadu proses Adolygu Datblygiad Personol y gellid ei chynnig o'r holl Aelodau, ac y byddai'n rhaid i'r rhai ar gyflogau uwch ei dilyn. Byddai'n ddewisol i Aelodau eraill fodd bynnag.

O ran dogfennau PDR, ystyriwyd tri thempled cyfweiliadau yn ystod y weinyddiaeth ddiwethaf a chawsant eu hadolygu a'u diweddarau'n ddiweddarach. Y rhain oedd y ddogfen PDR Cynhwysfawr (Atodiad 1 i'r adroddiad); y ddogfen PDR Canolraddol (Atodiad 2) a'r ddogfen PDR Sylfaenol (Atodiad 3).

Cafwyd rhagor o fanylion ynghylch faint o wybodaeth roedd angen ei chynnwys ym mhob un o'r dogfennau hyn. Cafwyd braslun o'r broses y byddai angen ei mabwysiadu i baratoi'r PDR. Byddai hefyd angen cynnig hyfforddiant priodol i'r Aelodau, ac yn enwedig Aelodau newydd, cyn i'r broses PDR ddechrau.

Cynigiwyd hefyd y dylai pob grŵp gwleidyddol yn y Cyngor ddewis y rhai a fyddai'n cynnal Adolygiadau.

Ar ddiwedd yr adroddiad, cadarnhawyd yr amserlenni roedd angen cadw atynt o ran cyflwyno'r cais ar gyfer Breinlen CLILC; o ran cymeradwyo'r broses PDR, ei rhoi ar waith, a chwblhau adolygiadau'r rhai a oedd ar gyflogau uwch (h.y. yr adolygiadau gorfodol).

Gofynnodd Pennaeth y Gwasanaethau Democritaidd i'r Aelodau ddewis y templed gorau, yn eu barn nhw, ar gyfer y cyfweiliadau a chytuno ar un i'w gyflwyno.

Gan ei fod yn dymor gwasanaeth newydd a bod nifer o Aelodau newydd, teimlwyd y byddai'n well dewis y templed sylfaenol. Gellid adolygu'r broses eto ymhen 12 mis.

PENDERFYNWYD: Y byddai'r Pwyllgor yn:

- (1) Dewis y ddogfen PDR sylfaenol, sydd ynghlwm yn Atodiad 3 i'r adroddiad, i fwrw ymlaen â'r broses yng Nghyngor Bwrdeistref Sirol Pen-y-bont ar Ogwr.
- (2) Cymeradwyo'r gweithgareddau a'r amserlenni arfaethedig fel y nodir ym mharagraff 4.5.1 o'r adroddiad.
- (3) Cytuno i fwrw ymlaen i adolygu pa mor addas yw defnyddio'r ddogfen PDR sylfaenol pan ddaw'r broses i ben yn 2018.

128. PROSES MENTORA AELODAU

Cyflwynodd Pennaeth y Gwasanaethau Democritaidd adroddiad i roi gwybod i'r Pwyllgor am y broses Mentora Aelodau, a'r cynnydd a wnaed o ran dewis a hyfforddi Mentoriaid.

Wrth roi cefndir y cynllun, dywedodd Pennaeth y Gwasanaethau Democritaidd fod mentora'n berthynas wirfoddol a chyfrinachol, sy'n caniatáu i Aelodau newydd fanteisio ar brofiad Aelodau eraill chael arweiniad ganddynt.

Cyn etholiadau Llywodraeth Leol 2012, meddai, roedd yr Awdurdod wedi sefydlu proses Mentora Aelodau, a hyfforddwyd tua 20 o Aelodau i fentora eraill.

Yn dilyn etholiadau Llywodraeth Leol 2017, penderfynodd y Cyngor gyflwyno cais i CLILC am y Freinlen Cynorthwyo a Datblygu Cynghorwyr. Un o'r meini prawf oedd yr angen i sefydlu proses Mentora Aelodau, a fyddai'n cael ei chynnig i bob Aelod. O ganlyniad, adolygwyd y broses fentora, ynghyd â rôl y mentoriaid, i sicrhau ei bod yn addas i'r diben.

Cafodd disgrifiad o rôl y Mentoriaid (Atodiad 1 i'r adroddiad) ei gymeradwyo gan y Cyngor ar 20 Rhagfyr 2017.

Roedd rhan nesaf yr adroddiad yn esbonio'r broses fentora ymhellach ac, os caiff ei chwblhau'n llwyddiannus, bydd yn caniatáu i Aelodau 'dyfu' yn eu rôl wrth wella'u sgiliau, gwybodaeth, dealltwriaeth ac ymddygiad ymhellach,

Yn yr adroddiad, nodwyd y Cynghorwyr hynny a oedd wedi dangos diddordeb mewn bod yn Fentor, ar sail grwpiau gwleidyddol. Nodwyd yn y cyfarfod y dylid cynnwys y Cynghorwyr Voisey a Giffard yn y tabl, er iddynt gael eu hepgor o'r rhestr hon, a chafodd hyn ei gydnabod gan Bennaeth y Gwasanaethau Democritaidd.

Daeth Pennaeth y Gwasanaethau Democritaidd â'i adroddiad i ben drwy gadarnhau y byddai CLILC yn darparu hyfforddiant ar 1 Chwefror 2018 am 4.00pm, a byddai hyn yn seiliedig ar Ganllawiau CLILC i Fentoriaid Aelodau, fel y nodir yn Atodiad 2 i'r adroddiad.

Yn olaf, dywedodd ei fod yn gobeithio y byddai rhagor o Aelodau'n cynnig bod yn Fentoriaid maes o law.

PENDERFYNWYD: Nodi'r broses arfaethedig ar gyfer Mentora Aelodau.

129. BLAENRAGLEN WAITH PWYLLGOR Y GWASANAETHAU DEMOCRATAIDD

Cyflwynodd Pennaeth y Gwasanaethau Democritaidd adroddiad yn rhoi gwybod i'r Pwyllgor am yr eitemau arfaethedig i'w hystyried yn ei gyfarfodydd fel rhan o Flaenraglen Waith dreigl, sydd ynghlwm yn Atodiad 1 i'r adroddiad.

Teimlai'r Aelodau fod angen adroddiad manylach o ran y posibilrwydd o gyflwyno system newydd yn lle system gyfeirio bresennol yr Aelodau, ond cytunwyd y gellid ystyried hyn fel rhan o'r adroddiad rheolaidd yn dwyn y teitl 'Gwybodaeth ddiweddaraf am wasanaethau'. Mewn cyfarfod o'r Pwyllgor Trosolwg a Chraffu yn ddiweddar, roedd Aelodau wedi gofyn am ragor o waith dadansoddi data yn y dyfodol mewn perthynas â system gyfeirio'r Aelodau, gan ddweud nad oedd modd gwneud hynny drwy'r system bresennol. Cadarnhaodd Pennaeth y Gwasanaethau Democritaidd y gellid ystyried hyn, ond nid oedd yn hyderus y gellid cyflwyno system newydd yn y dyfodol agos, a hynny oherwydd nad oedd digon o gyllid ar gael e.e. i ddatblygu'r feddalwedd briodol at y diben hwn. Byddai, fodd bynnag yn ystyried y cais, a rhoi gwybod i'r Aelodau am y goblygiadau o ran y gost o gyflwyno system fwy cynhwysfawr a datblygedig, a hynny fel rhan o adroddiad ar wasanaethau yn y cyfarfod nesaf.

Byddai gweddill yr eitemau a restrwyd yn y Flaenraglen Waith yn cael eu blaenoriaethu, yn y cyfarfod ym mis Mawrth, i'w cyflwyno mewn cyfarfodydd yn y dyfodol.

Byddai'r eitem, y Wybodaeth Ddiweddaraf am Adroddiadau Blynyddol a'r broses Adolygu Datblygiad Personol, yn cael ei thynnu oddi ar y Flaenraglen Waith, yn dilyn yr hyn a gytunwyd gan yr Aelodau'n gynharach yn y cyfarfod.

PENDERFYNWYD: Ystyried y Flaenraglen Waith arfaethedig, yn amodol ar y newidiadau a nodir uchod.

130. EITEMAU BRYD

Dim.

Daeth y cyfarfod i ben am 17:10

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BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO THE DEMOCRATIC SERVICES COMMITTEE

20 MARCH 2018

REPORT OF THE HEAD OF DEMOCRATIC SERVICES

SERVICE AND PERFORMANCE UPDATES

1. Purpose of Report

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

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

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

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

3. Background

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

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

4. Current situation / proposal

4.1 Member Referrals

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

4.1.2 The following table shows the number of referrals made between 1 October 2017 and 28 February 2018.

Directorate	Total Referred	Total 10 Days	% In 10 Days	Total 20 Days	% In 20 Days	Total Completed	Total Percentage Completed
Chief Executive	23	12	54.4%	16	83.3%	19	86.9%
Communities	1062	536	57.3%	688	73.1%	906	82.7%
Education and Family Support	40	18	51.4%	29	82.9%	35	87.5%
Operational and Partnership Services	92	40	47.2%	60	70.4%	78	80.3%
Wellbeing	43	16	62.1%	30	93.9%	34	82.7%
External	56	27	47.9%	35	57.9%	49	79.8%
Totals	1316	649	53.4%	858	76.9%	1121	83.3%

4.1.3 The Corporate Overview and Scrutiny Committee Scrutiny requested that the following queries and recommendations be referred to the Democratic Services Committee for consideration:

1. Responses to referrals differ between Directorates, some respond much quicker than others and also provide a written response outlining a timeframe for resolution.
 - (a) What Directorates are compliant with timelines?
 - (b) Are Member Referrals monitored for dissatisfaction?
 - (c) How do other LAs deal with Member Referrals?
 - (d) recommends that all referrals are allocated a resolution timeline, detailing what action will be taken and that this be fed back to Members on completion.
2. It is further recommended that an annual report be provided to Members detailing an analysis of the themes originating from Member Referrals to improve their knowledge and daily understanding of the needs and priorities of the public including future budget setting needs.

4.1.4 The last review of the Member Referral system was reported to the Democratic Services Committee at its meeting on 6 November 2013. The review identified that approximately 45% of referrals were completed within the 10 day target period with the overall percentage of completed referrals averaging between 90 - 95% at the end of a three month period. Monitoring of these statistics has continued and these figures have been used as a benchmark for the subsequent completion times of

referrals. The completion data has remained consistent as identified in the 2013 review.

- 4.1.5 As reported on 13 July 2017 the number of referrals made between 8 May 2017 and 30 June 2017 was 961 which compares to 258 for the same period in 2016 and to 518 in the last post-election period in 2012. The annual rate of member referrals is as follows:

Year	Number of referrals
2012-13	3138
2013-14	3012
2014-15	2158
2015-16	2052
2016-17	2293
2017-18	3885
Average	2756.33

The figures for 2017-18 are as logged on 12 March 2018. The data indicates that there is a 40% increase in the referrals made in 2017-18 compared to the average number of referrals received each year.

- 4.1.6 Following the receipt of these Scrutiny recommendations and the concerns previously expressed by the Democratic Services Committee a review of the Member Referral system is planned to be undertaken and will consider the following matters:

- Appropriate subjects for consideration as a Member Referral
- The timelines for responses to referrals to be made
- The escalation process when responses are not received with the agreed timescales
- How do other Local Authorities manage their Member Referrals
- Provision of training to Elected Members in the use of Member Referrals and Open-source Ticket Request System (OTRS.)
- Difficulties and barriers for officers dealing with Member Referrals
- Undertaking analysis of Member Referrals to identify trends or key topics
- Is OTRS the most suitable software package for Member Referrals?
- Is a Member Referrals system needed?
- Providing a suitable response to the scrutiny queries and recommendations

- 4.1.7 The Democratic Services Committee is requested to identify any additional concerns in order to ensure that the full scope of the review is identified before being progressed.

4.2 Member Development Programme

- 4.2.1 The following member induction activities have been held since the since October 2017:

Topic	Date	Total attendance	Percentage attendance
Budget Workshop	26 Oct 17 09 Nov 17	35	62.96%
Dementia Awareness	09 Oct 17	11	20.37%
Community Action Fund	09 Oct 17 12 Oct 17 01 Nov 17 31 Jan 18	54	100%
Appeals Panel (Highways)	26 Oct 17	7	58.33%
Regional Induction	10 Nov 17	14	44.83%
Scrutiny of Performance Reports	14 Nov 17	10(4)	50.00%
Wellbeing of Future generations	27 Nov 17	19	35.19%
Social Media	18 Dec 17 09 Jan 18	17	31.48%
Boundary Commission Briefing	09 Jan 18	32	59.26%
LGBT Awareness	29 Jan 18 06 Feb 18	27	50.00%
Member Mentors	01 Feb 18	7	46.15%

Note: The figures in brackets denote the number of other Elected Members who attended the training in addition to those who were required to attend.

4.2.2 The following Pre-Council briefings have been held since the Election:

Topic	Date	Total attendance	Percentage attendance
Digital Transformation	20 Dec 17	25	46.30%
Implementation of Universal Credit	31 Jan 18	43	79.63%
Local Development Plan	28 Feb 18	21	38.88%

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

Topic	Number Completed	Percentage Completed
Corporate Induction	3	5.56%
Data Protection	27	50.00%
Fire Safety Awareness	2	3.70%
ICT Code of Conduct	6	11.11%
Safeguarding Children and Adults	9	16.67%

4.2.4 The following training has been undertaken by the Development Control Committee:

Topic	Date	Total attendance	Percentage attendance
Trees and development	09-Nov-17	10	55.56%
LDP review info workshop	21-Dec-17	10	55.56%
Advertisement control	01-Feb-18	13	72.22%

4.2.5 The following topics are being planned for inclusion on the Member Development Programme:

- Annual Reports (April 2018)
- Personal Development Reviews (May 2018)
- Autism Awareness/ALN/NASC (June 2018)

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

Date	Topic
26 April 2018	Community Transport
24 May 2018	Section 106 legal agreements – basics and limitations
04 July 2018	Cenin Renewables at Stormy Down Member training site visit at Cenin Renewables to view wind turbine, solar panels, cement labs, anaerobic digestion plant, battery bank.

4.2.7 The following are the list of topics for possible consideration for inclusion in the Member Development programme:

- Highways & Depot Rationalisation
- Procurement Portal
- Anti-slavery & Human trafficking
- Update on Gypsy / Travellers
- Elective Home Education
- Ty Elis Counselling Service - Cabinet Member
- Housing and engagement with the RSL - Cabinet Member
- Pupil Referral Unit - School Improvement Group
- Domestic Violence Update - Democratic Services Committee
- Dark Skies - Cllr E Venables
- Community Health Council - Chief Executive
- Carers Update - SS and Wellbeing Act
- Web-based Planning Facilities - Development Control Officers
- PSB Scrutiny Training - Head of Democratic Services

4.2.8 The Democratic Services Committee is requested to identify any additional topics for delivery as a Member Development sessions and to prioritise the activities accordingly.

4.2.9 The Democratic Services Committee is requested to confirm that the following E-learning topics be completed by all Elected Members before 01 Jun 2018:

- 1) Data Protection Act
- 2) Safeguarding Children and Adults
- 3) Social Services and Well-being (Wales) Act 2014
- 4) Equalities & Diversity Training

4.2.10 A series of drop in sessions will be provided to support Elected Member to log into

the Learning and Development website and the learning topics identified.

4.2.11 The following topics are being planned for Pre-Council briefings:

- 28 Mar 18 V2C (Provisional)
- 25 April18 The Central South Consortium (Provisional)
- 13 Jun 18 The Bryncethin Campus (Provisional)
- 11 Jul 18 Young Carers (Provisional)

4.2.12 The Committee is requested to identify any additional topics other than those listed in paragraph 4.2.11 to be delivered as Pre-Council briefings and to prioritise those topics accordingly.

4.3 Webcasting

4.3.1 The following webcasting statistics have been compiled as at 08 March 2018:

Ser	Meeting	Date	Live Views	On Demand	Total
1	DCC	13-Apr-17	0	83	83
2	Licensing Sub-Committee A	14-Sep-17	21	60	81
3	SOSC 3	22-Nov-17	80	124	204
4	Corporate Parenting	24-Jan-18	7	43	50
5	Cabinet	30-Jan-18	19	27	46
6	SOSC 2	07-Feb-18	18	61	79
7	SOSC 3	12-Feb-18	16	44	60
8	Cabinet	13-Feb-18	11	40	51
9	Cabinet	27-Feb-18	14	18	32
10	Council	28-Feb-18	41	53	94
		Totals	227	553	780
		Average	22.7	55.3	78

4.3.2 The following meetings are planned to be webcast:

Committee	Date	Topic
Development Control	15-Mar-18	Tondu Development
SOSC 3	21-Mar-18	Empty Properties
Cabinet	27-Mar-18	Various

4.4 Members ICT Forum

4.4.1 At its meeting on 2 November 2017 the Democratic Services Committee appointed the following three members to form part of the Members ICT Forum:

- Cllr G Thomas Labour
- Cllr B Sedgebeer Labour
- Cllr S Vidal Conservative

4.4.2 The Head of Democratic Services was requested to identify three members to complete the formation of the Members ICT Forum and to ensure that it had an suitable level of cross party representation. The following members volunteered for the Members ICT Forum:

- Cllr J Radcliffe Plaid Cymru
- Cllr E Venables Independent Alliance
- Cllr J Williams Independent

4.4.2 The first meeting is being planned for early April. Councillors will be advised to contact one of their representatives on the Members ICT Forum or the Head of Democratic Services to raise any ICT issue they may have. The Democratic Services Committee will be advised of any updates from the Members ICT Forum as necessary.

4.5 Member Support Officer (MSO) Network

4.5.1 The Head of Democratic Services will be attending the MSO Network on 15 March 2018. The meeting is facilitated by the Welsh Local Government Association (WLGA) and is attended by the Heads of Democratic services and Member Support Officers from across Wales.

4.5.2 The agenda is planned to include:

- An update from the Welsh Government on the Local Government (Wales) Bill.
- Guidance for councillors prepared by the WLGA on online abuse and personal safety
- The General Data Protection Regulation, the network is invited to share any plans for guidance for members on the new legislation
- Discussion with members of the Independent Review Panel considering the role of community and town councils
- Member Support and development consultants and trainers
- Diversity in Democracy update.

4.5.3 The Head of Democratic Services will provide a verbal update to the committee of the outcomes of the MSO Network.

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

GP JONES
HEAD OF DEMOCRATIC SERVICES
14 MARCH 2018

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Background documents – None

BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO DEMOCRATIC SERVICES COMMITTEE

20 MARCH 2018

REPORT OF THE HEAD OF DEMOCRATIC SERVICES

REVIEW OF THE FUNCTIONALITY OF MODERN.GOV

1. Purpose of Report.

- 1.1 The purpose of this report is to advise the Democratic Services Committee of some of the functionality of the Modern.Gov system and propose potential lines of development which would provide appropriate support and benefits to Elected Members.

2. Connection to Corporate Improvement Objectives/Other Corporate Priorities

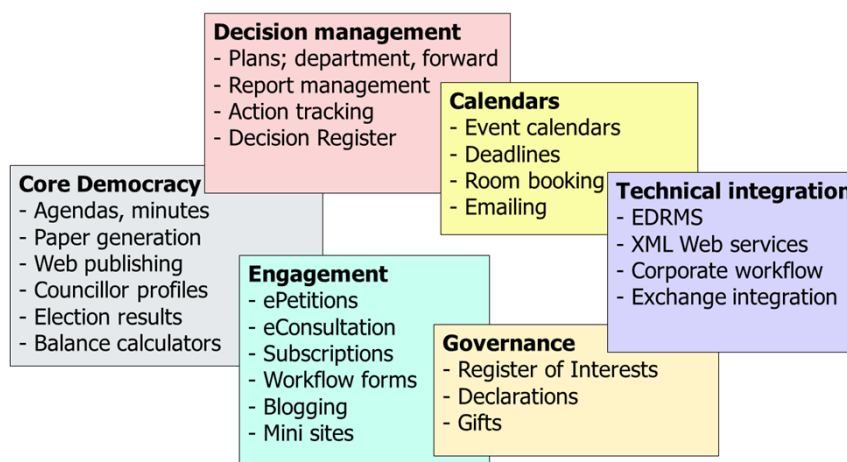
- 2.1 The development of the Modern.gov system will enhance the ability to deliver on all of the following Corporate Priorities:
 1. **Supporting a successful economy** – taking steps to make the county a good place to do business, for people to live, work, study and visit, and to ensure that our schools 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 Bridgend County Borough Council is one of the 19 Local Authorities in Wales currently using the Modern.Gov system. The Democratic Services Team has been developing the use of the system since its introduction in 2014.
- 3.2 Recent developments have included the production of Forward Work Programmes and the publication of agendas and minutes in Welsh.

4. Current situation / proposal.

- 4.1 The facilities offered by Modern.gov cover the full spectrum of democratic activities and includes:



4.2 Not all of this functionality is currently being used but can be utilised as necessary. The following provides an overview of what is available but which may take some time to develop effectively:

4.2.1 Subscribe to updates

Members of the public, officers and members are able to subscribe to a list of topics, committees and wards that they are interested in. Overnight Modern.gov compares all of the subscribers interests with the new items published that day and sends each subscriber a personalised email with details of the items they may be interested in.

4.2.2 Online Consultations

Modern.gov enables online questionnaires to be created very quickly via a web browser. These can then be published on the websites (associated with a plan item if required), allowing the public to express their views on the matter. All items submitted by the public are held in the Modern.gov database, so that they can be reviewed and analysed.

4.2.3 Online Petitions

The system provides a highly configurable solution which allows the public, officers and members to submit an ePetition which is published to the website after an officer approval process. The petition can then be signed by website visitors and the current results displayed. Paper petition results can be included in e-Petitions or displayed on their own.

4.3.4 Members

The facilities for members and the Authority could be enhanced with information held within the database including, Election results, Call-in history, voting records and "My own webpage" for councillors.

4.3.5 Voting Record

Recorded votes can be legislatively required or requested by Councillors. The system allows recorded votes to be included in the appropriate location in the minutes and individual voting records can be displayed on the members profile page.

4.4 The Modern.gov functionality is continually being upgraded and all upgrades are provided at no extra cost.

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 equality implications in respect of this report.

7. Financial Implications.

7.1 All activities described in this report are being met from existing budget provisions.

8. Recommendation.

8.1 That Democratic Services Committee:

(a) notes the content of the report

(b) receives a demonstration of some of the available functionality of the Modern.gov system

(c) Identify potential improvements and developments which could be made to the Modern.gov system to improve the support provided to Elected Members.

**GP JONES
HEAD OF DEMOCRATIC SERVICES
14 MARCH 2018**

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Background documents: None

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BRIDGEND COUNTY BOROUGH COUNCIL

REPORT TO THE DEMOCRATIC SERVICES COMMITTEE

20 MARCH 2018

REPORT OF THE HEAD OF DEMOCRATIC SERVICES

DEMOCRATIC SERVICES COMMITTEE FORWARD 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 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 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 The proposed items for inclusion at the subsequent meetings of the Democratic Services Committee are shown at **Appendix 1**.
- 4.2 It is anticipated that the following officer will regularly be in attendance at Democratic Services Committee meetings:

- Head of Democratic Services

- 4.3 Other officers can be invited to meetings to present reports relating to specific topics within their service area as requested by the Committee.
- 4.4 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 support the items identified.

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 and identifies any additional topics for consideration at future meetings of the committee.

GP JONES
Head of Democratic Services
14 March 2018

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Background documents – None

PROPOSED WORK PROGRAMME

Meeting date	Item	Aim	Provided by	Additional Invitees
21 Jun 18 TBC	Outcomes from the Review of ICT provision for Elected Members	To receive a report on the outcome of the Review of ICT provision for Elected Members to ensure the effectiveness of the equipment and the provision of training	<ul style="list-style-type: none"> • Head of Democratic Services • Support and Digital Office Manager 	
21 Jun 18 TBC	Progress of Charter Submission	To receive a report to confirm that the Authority is on track for the achievement of the WLGA Charter for Member Support and Development	<ul style="list-style-type: none"> • Head of Democratic Services 	
21 Jun 18 TBC	Service Updates	<p>To receive a report on the performance of the services provided to Elected Members including:</p> <ul style="list-style-type: none"> • ICT • Member Referrals • Member Development Programme • Annual Reports update 	<ul style="list-style-type: none"> • Head of Democratic Services 	
21 Jun 18 TBC	Forward Work Programme		<ul style="list-style-type: none"> • Head of Democratic Services 	

Meeting date	Item	Aim	Provided by	Additional Invitees
25 Oct 18 TBC	TBC	TBC	TBC	TBC
25 Oct 18 TBC	Service 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 • Annual Reports update 	<ul style="list-style-type: none"> • Head of Democratic Services 	
25 Oct 18 TBC	Forward Work Programme		<ul style="list-style-type: none"> • Head of Democratic Services 	